

**Request for Applications**  
June 15, 2021



**The North Carolina Infant and Young Child Mental Health Association (NCIMHA) is seeking an Independent Contractor(s) for the *NC Infant and Early Childhood Mental Health Association (NCIMHA) IMH-Endorsement® Program Statewide Coordinator* role.**

**Purpose:** The NCIMHA has received funding to implement the statewide Infant Mental Health Endorsement (IMH-E®) program through a license from the [Alliance for the Advancement of Infant Mental Health](#) (Alliance). We are seeking a contractor for a 12-month position to serve as the NC IMH-E® Program Statewide Coordinator. The Coordinator should have experience with North Carolina's early care and education, early intervention, home visiting and parenting education systems and services that support the healthy social and emotional development of children birth through 5 and their families. The Coordinator will work with NCIMHA's IMH-E® Statewide Leadership Group and the Alliance to manage all activities related to establishing the IMH-E® program in NC and will manage outreach and facilitate meetings related to IMH-E®. NCIMHA is committed to demonstrating our commitment to the [Diversity-Informed Tenets for Working with Infants, Children, and Families](#).

**Qualifications:**

- Bachelor's degree in related field, Master's degree preferred.
- A minimum of 5 years' experience in project management, administration, program management.
- A minimum 3 years' experience and training related to infant/early childhood mental health/social & emotional development.
- A minimum 2 years' experience providing workforce development/training and coaching.

**Ideal candidates will also demonstrate:**

- Knowledge of North Carolina systems, organizations, and programs that serve young children and families.
- Excellent communication skills, both written and verbal, with experience in providing effective presentations; proficient computer skills including MS Office applications, email, recordkeeping, word processing, database, etc.
- Human relations skills and the ability to work with diverse populations respectfully and in a culturally and linguistically appropriate manner.
- Organization and time management skills, an ability to work with minimal supervision, and excellent planning skills.
- Skills in coalition-building, project management, grants management, and program evaluation.
- Commitment to diversity-informed practice and cultural responsiveness.

Preference is for a professional already endorsed in IMH-E® or eligible for Endorsement.

9660 Falls of Neuse Road, Suite 138, #277, Raleigh, NC 27615

[www.ncimha.org](http://www.ncimha.org)

[www.facebook.com/NCIMHA](https://www.facebook.com/NCIMHA)

**NCIMHA Vision:** Every NC child will grow up in nurturing foundational relationships and supportive environments that provide the basis for emotional, cognitive, and social capacities necessary for a healthy future.

**NCIMHA Mission:** Promote mental health for children birth through age 5 and expectant parents by collaborating to strengthen early childhood systems and developing an effective and supported workforce.

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**Responsibilities:**

- Support NCIMHA in establishing and implementing the IMH-E<sup>®</sup> program, with guidance and support from Alliance and the IMH-E<sup>®</sup> Leadership Team, by:
  - Participating in technical assistance provided by the Alliance
  - Assisting in convening and thereafter facilitating a state leadership team of 12-15 stakeholders that will provide guidance on establishing the IMH-E<sup>®</sup> program
  - Assisting in developing the first Leadership Cohort of Endorsement Candidates.
- Participate in the development of communication strategies to inform professionals and other constituents about the IMH-E<sup>®</sup> program, by:
  - Informing NC workforce of the benefits of IMH-Endorsement<sup>®</sup>
  - Identifying existing and potential partners
  - Identifying existing and potential opportunities for collaboration and/or funding
  - Engaging key agencies and committees at the state and local level
  - Developing and delivering presentations to disseminate information.
- Assess the availability and accessibility of professional development to determine resources for IMH-Endorsement<sup>®</sup> applicants.
- Develop a plan for building workforce capacity (across systems and levels) for embedding I/ECMH principles into their work.
- Provide monthly, quarterly, and annual reports on contract and performance deliverables.
- Attend meetings with Board members and/or state funders, as needed.
- Plan and promote NCIMHA's IMH-E<sup>®</sup> Launch events (beginning Fall 2021)
- Maintain marketing and communications systems, both internal and external.

The compensation range for the role is \$30-35 per hour for a total of 1,500 hours from July 2021 through June 2022.

To apply, please provide a one-page cover letter, including specific qualifications, a resume, and a list of 3 professional references to the NCIMHA at [info@ncimha.org](mailto:info@ncimha.org). This contract position is available immediately.

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