

Purpose: The NCIMHA has received funding, as a part of the *Advancing Resources for Children (ARCh): Connecting NC's Systems to Strengthen Infant and Early Childhood Mental Health Outcomes* Project, from the Substance Abuse and Mental Health Services Administration (SAMHSA) to contract with a Training Coordinator to consult with ARCh Project staff and lead training initiatives to support the project. The Training Coordinator should have expert knowledge of the Endorsement competency areas and experience with a broad range of systems that serve and support the social-emotional growth and wellbeing of infants, toddlers, young children and their families. This might include: early care and education, early intervention, home visiting and parenting education systems, pediatric primary care, child welfare, and/or clinical services supporting infants, toddlers, young children and their families (birth through 5). The Training Coordinator will work with NCIMHA Executive Director, Endorsement Director, Board, and staff to manage all activities related to the training catalog, quarterly webinars and the annual conference. NCIMHA is committed to demonstrating our commitment to the *Diversity-Informed Tenets for Working with Infants, Children, and Families.*

Qualifications:

- Bachelor's, or Master's, degree in a related field.
- 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.
- A minimum of 5 years' experience in project management and administration
- Preference is for a professional already endorsed in IMH-E® or eligible for Endorsement

Ideal candidates will also demonstrate:

- Knowledge of the basics of Infant and Early Childhood Mental Health (IECMH) as well as North Carolina systems, organizations, and programs that serve young children and families
- Excellent communication skills, both written and verbal
- Experience in creating and delivering effective presentations, virtually and in person
- Proficient computer skills including MS Office applications, email, recordkeeping, word processing, membership database (Wild Apricot), 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 project management, event registration, marketing, communication, social media and program evaluation
- Commitment to diversity-informed practice and cultural responsiveness

Responsibilities:

- Creating, maintaining and updating marketing, communications systems, and website
- Organize, market and coordinate a small number of NCIMHA sponsored training annually for infant and early childhood providers across the state and across various sectors of the workforce, to support the development of a North Carolina community of practice around infant and early childhood mental health

- Engaging in Reflective Supervision Consultation
- Overseeing the maintenance of a growing directory of IECMH-E® Competency based professional development offerings
- Develop and support plans for building workforce capacity (across systems and levels) in embedding I/ECMH principles into programs by:
 - Review and catalog high quality, competency based training experiences available to North Carolina infant and early childhood professionals that could be utilized to enhance their practice and/or be included within an Endorsement application
 - Engage various sectors of the IECMH workforce to determine the need for training and reflective supervision that will support their ability to engage in Endorsement
 - Evaluate existing internal training and reflective supervision offerings
 - Coordinating and support the creation of trainings and learning collaboratives that meet the specific needs of a program or sector to engage in the Endorsement process
- Consult with partners on grant-supported trainings to ensure those trainings offer a pathway to Endorsement for trainees
- Take the lead on planning and implementation of NCIMHA's Annual Conference at the end of the year

The suggested compensation range for the contractor is \$35 per hour for a total of 780 hours (15 hours/week) from January 2023 through September 2023, *with the option to extend if mutually agreed upon, through a written amendment, for up to 5 years (September 2027)*. Candidates must be currently residing in North Carolina to apply. This position is remote-working however candidates must have the ability to travel within the Triangle area and throughout the state.

Interested parties please email your resume and cover letter to Kelsey Smith at kelsey.smith@ncimha.org.