

<b>Job Title</b>	Mental Health Program Coordinator
<b>Employer/ Agency</b>	Southern Smoke Foundation
<b>Job Description</b>	<p><b>Job Summary</b> The Mental Health Program Coordinator supports the daily operations, data management, and client experience of Southern Smoke Foundation’s Behind You mental health program. This role ensures smooth program flow - from initial outreach to referral, scheduling, client check-ins, and reporting - while helping maintain accurate data systems, resources, and grant-aligned documentation</p> <p><b>Primary Responsibilities:</b></p> <p><b>Behind You Program Operations</b></p> <ul style="list-style-type: none"> <li>● Client Tracking &amp; Follow-Up: Manage client spreadsheets and tracking systems, conduct follow-up after no-show appointments, and send checkins and surveys.</li> <li>● Program Coordination: Prepare and share monthly meeting agendas for university partners.</li> </ul> <p><b>Behind You Salesforce Support</b></p> <ul style="list-style-type: none"> <li>● Assist with the integration of Behind You operations into Salesforce.</li> <li>● Help with bulk uploads, data cleaning, and maintaining program-specific fields and objects objects.</li> <li>● Work with the Assistant Director of Program Operations to ensure accuracy and consistency across Behind You Salesforce workflows and data.</li> </ul> <p><b>Chief Mission Officer (CMO) Support</b></p> <ul style="list-style-type: none"> <li>● Support university partnership management by ensuring all partner profiles (accounts) are complete, accurate, and up to date, including partnership details and agreements.</li> <li>● Assist the CMO with donor- and sponsor-related administrative and data management tasks as needed.</li> <li>● Compile and deliver monthly reporting, metrics, and dashboards for leadership; coordinate data and marketing requests across departments.</li> </ul> <p><b>Administrative &amp; Reporting Duties</b></p> <ul style="list-style-type: none"> <li>● Update and maintain internal and external-facing Behind You materials, including flyers, one-pagers, and informational sheets.</li> <li>● Support special projects and initiatives related to program growth, university partnerships, and cross-department collaboration.</li> <li>● Provide general administrative support to ensure efficient program operations and timely reporting.</li> </ul>
<b>Qualifications</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Advanced Salesforce Admin/Dev skills</li> <li>● Strong organizational and communication skills.</li> <li>● Familiarity with Google Drive and Canva.</li> </ul>

	<ul style="list-style-type: none"> <li>● Proficient in spreadsheets, data entry, and workflow tracking.</li> <li>● Ability to maintain confidentiality and work with sensitive information.</li> <li>● Detail-oriented with the ability to work independently and collaboratively.</li> <li>● Experience in mental health, social work, nonprofit, or related fields preferred.</li> <li>● Some experience working in the food and beverage industry preferred.</li> </ul>
<b>Salary/Hours</b>	Compensation: \$25 per hour, based on experience (up to 40 hours per week) Commitment: Initial 3-month contract with the potential for a full-time opportunity based on performance and organizational needs.
<b>Email Address</b>	<a href="mailto: hiring@southernsmoke.org">hiring@southernsmoke.org</a>
<b>Application Method</b>	To apply, please email your resume to <a href="mailto: hiring@southernsmoke.org">hiring@southernsmoke.org</a> with 'Mental Health Program Coordinator' in the subject line.
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto: mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.