

Job Title	Mental Health Program Manager
Employer/ Agency	Southern Smoke Foundation
Job Description	Job Summary: 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. Primary Responsibilities: Behind You Program Operations • Client Tracking & Follow-Up: Manage client spreadsheets and tracking systems, conduct follow-up after no-show appointments, and send checkins and surveys. • Program Coordination: Prepare and share monthly meeting agendas for university partners. Behind You Salesforce Support • Assist with the integration of Behind You operations into Salesforce. • Help with bulk uploads, data cleaning, and maintaining program-specific fields and objects. • Work with the Assistant Director of Program Operations to ensure accuracy and consistency across Behind You Salesforce workflows and data. Chief Mission Officer (CMO) Support • Support university partnership management by ensuring all partner profiles (accounts) are complete, accurate, and up to date, including partnership details and agreements. • Assist the CMO with donor- and sponsor-related administrative and data management tasks as needed. • Compile and deliver monthly reporting, metrics, and dashboards for leadership; coordinate data and marketing requests across departments. Administrative & Reporting Duties

	• Update and maintain internal and external-facing Behind You materials, including flyers, one-pagers, and informational sheets. • Support special projects and initiatives related to program growth, university partnerships, and cross-department collaboration. • Provide general administrative support to ensure efficient program operations and timely reporting.
Qualifications	Qualifications: • Advanced Salesforce, Admin/Dev skills preferred. • Strong organizational and communication skills. • Familiarity with Google Drive and Canva. • Proficient in spreadsheets, data entry, and workflow tracking. • Ability to maintain confidentiality and work with sensitive information. • Detail-oriented with the ability to work independently and collaboratively. • Experience in mental health, social work, nonprofit, or related fields preferred. • Some experience working in the food and beverage industry preferred.
Salary/Hours	Contract to Hire Opportunity 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.
Address	4200 Montrose Blvd #430
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