



**JOB TITLE:** JSPC Program Associate  
**REPORTS TO:** JSPC Program Manager  
**STATUS:** Part-time (20hrs/week), non-exempt  
**WAGE:** \$25-\$30 per hour (depending on experience)  
**TO APPLY:** Send resume to [namijuneau@gmail.com](mailto:namijuneau@gmail.com)

The Juneau Suicide Prevention Coalition (JSPC) provides an array of suicide prevention efforts in Juneau, including regular trainings, public outreach and advocacy, school-based primary prevention and postvention services.

The vision of the Juneau Suicide Prevention Coalition (JSPC) is to create a community where all individuals have a sense of belonging, connectedness to others, and value their lives. JSPC is partnered with NAMI Juneau, a local affiliate of the National Alliance on Mental Illness.

### **Position Responsibilities**

The JSPC Program Associate works closely with the JSPC Program Manager to coordinate suicide prevention events, primarily in Juneau, but also provides occasional support to SEAK communities. The position also supports monthly coalition meetings and communicates regularly with coalition members.

An ideal candidate will enjoy the mix of routine activities and responding to newly identified community needs. They will work autonomously to make the job their own.

### Supports Suicide Prevention Activities in Juneau and Elsewhere in SE Alaska

- Coordinate JSPC's events, including QPR training, Safety Planning workshops, annual picnic, suicide loss survivor lunch, etc.
  - o Correspond with community partners to reserve physical space for events, prepare marketing materials, order food and supplies.
  - o Participate in events. This includes set-up and clean-up of the physical space.
  - o Follow-up with attendees afterwards. Depending on the event, this could include credentials for educational activities and satisfaction surveys.
- There are opportunities to travel to other communities in SEAK if a candidate is interested in travel.
- There is an opportunity to present on suicide prevention if a candidate is interested in public speaking.

### Administrative Support of JSPC

- Prepare a monthly newsletter using Mailchimp.
- Manage Facebook and Instagram accounts.

- Create marketing materials using Canva.
- Maintain supply of literature, promotional materials and means reduction items.
- Invite participants to monthly meetings.
- Take notes at monthly meetings.
- Follow-up communication with monthly meeting participants.

#### Other Duties

- Participate in team meetings and actively support the efforts of co-workers.
- Participate in staff equity and inclusion efforts.
- Other duties as assigned.

#### **Requirements**

- Commitment to social justice, equity, and service to others.
- Desire to make a positive impact in the community.
- Ability to work in team and individual environments.
- Creative thinker who is adaptable to changing conditions.
- Strong written and oral communication skills.
- Ability to understand and communicate with people of different socioeconomic and cultural backgrounds.
- Proficiency in Facebook, Instagram, Mailchimp, Canva, and Microsoft Office applications.
- Ability to work occasional evenings and weekends.
- Ability to maintain confidentiality.
- Ability to lift and carry items that weigh up to 30 pounds.

#### **Preferences**

- Lived experience with mental illness and/or suicide.
- Understanding of Tlingit culture.
- Knowledge of local mental health and social service resources.
- Current Alaska driver's license.

#### **Benefits**

- Flexible schedule, including partial option to work from home.
- Paid holidays.
- Paid time-off.
- Funding for professional development.
- 3% retirement match.

#### **Other Details**

NAMI Juneau is committed to creating an inclusive environment for all employees and does not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a veteran, an individual with a disability, or other applicable legally protected characteristics.