



Association of Community Mental Health Authorities of Illinois

The Association of Community Mental Health Authorities of Illinois (ACMHAI) is seeking an Independent Contractor to act as the Association Coordinator up to 80 hours per month. The Coordinator will provide various leadership, management, administrative, planning and other services on behalf of ACMHAI. ACMHAI is a 501(c)6 Not-for-Profit Corporation.

Mission

ACMHAI supports local community mental health authorities and public policies to address resources for individuals living with mental health, substance use, or intellectual and developmental disability related needs.

KEY RESPONSIBILITIES AND DELIVERABLES

- Coordinate activities with and maintain contact with ACMHAI members.
- Coordinate, organize, distribute materials, and attend all ACMHAI Quarterly Membership & Committee meetings.
- Record and distribute minutes from all ACMHAI Quarterly Membership & Committee meetings.
- Provide technical assistance as identified by member boards. Areas may include strategic planning, annual report preparation and other statutory mandates.
- Provide orientation for new member boards.
- Represent ACMHAI interests and support collaborative relationships with identified trade associations, state agencies, and other health and human service provider networks.
- Review industry specific publications, summarize (when applicable) and transmit relevant communications and information to association members.

EXPERIENCES & COMPETENCIES

- Demonstrated competency in member services coordination.
- Proficiency in Microsoft Office Products and Virtual Meeting Platforms
- Working knowledge of publically funded behavioral health services - to include mental health, substance use disorders and intellectual/developmental disabilities.
- Understanding of models for service delivery and financing of behavioral health services.
- Familiarity with industry related governmental policy

CONTRACT AMOUNT: \$48,000 Annual Independent Contractor Agreement.

SUBMISSION PROCESS AND CLOSING DATE: Submit a resume, cover letter, and three references by Friday, October 16, 2020 to:

ACMHAI Search Committee
Attn: Scott Block
620 Dakota St.
Crystal Lake, IL 60012
Or Email to: sblock@mc708.org