CHILDREN, YOUTH & FAMILY CONSORITUM

Children’s Mental Health Program Assistant

UNIT DESCRIPTION

CYFC is an intermediary organization that connects research, teaching, policy and community practice to organizations that, in turn, apply that information in direct service to children and families. CYFC’s mission is to educate professionals, translate research and generate knowledge to enhance practice and inform policies to improve the health and education outcomes of children, youth and families. CYFC is housed within the University of Minnesota Extension.

REQUIRED QUALIFICATIONS

• Must be a currently enrolled student
• Coursework in child development, social work, education, public health or a related social service field
• Strong organizational and time management skills, including the ability to demonstrate timely follow-through on projects, tasks or activities
• Strong computer skills including Microsoft Office programs (Word, Excel)
• Skills and experience writing for and speaking with diverse audiences
• Ability to interact comfortably with faculty, student, and community members

PREFERRED QUALIFICATIONS

• Skills and experience with database input and management
• Experience in children’s mental health work

DUTIES

• Conduct independent literature searches on topics related to children's mental health (find specific articles or research a topic area, write a summary of findings)
• Manage project-specific data, listservs, correspondence, etc.
• Serve as liaison to CYFC partners (outreach and marketing activities within and outside the university - present CYFC projects to university courses and community groups, prioritize training needs of community partners)
• Manage correspondence with University and community partners
• Program evaluation support (compile survey data, make copies, mail surveys, write sections of evaluation reports)
• Assist with event planning (prepare presenters by describing desired content and format, scheduling, marketing, registration)
• Other duties as assigned
ADDITIONAL INFORMATION

Desired is an individual with demonstrated initiative and dedication to children, youth and family-related issues. Someone who is committed to working with diverse populations of community members, researchers and decision-makers, enjoys working in an environment where every day brings new and different tasks and activities, and thrives doing both team and autonomous work will excel in this position.

The employee will make their academic experience more well-rounded and meaningful as they work, in the context of real-world experience that engages their field(s) of study, to gain a greater understanding about mechanisms for building the capacity of CYFC’s stakeholders.

This employee will be a valued member of our staff. They will be able to grow their already advanced professional and academic experiences while working with knowledgeable staff members having wide-ranging backgrounds and expertise areas. The employee will have access to their supervisor daily and through regular update meetings.

APPLICATION INSTRUCTIONS

To apply, complete the online application at employment.umn.edu/applicants/Central?quickFind=108466 and attach a resume.

For more information regarding this position contact:

Cathy Jordan, CYFC director, jorda003@umn.edu or 612-625-7591 or Cari Michaels, Children’s Mental Health Lead, CYFC, cmichael@umn.edu or 612-626-0520.

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