Independent Contractor Job Summary

Our company seeks an experienced Independent Contractor to work on a contract or freelance basis to complete tasks related to a 988 grant: primarily writing and presenting education in town halls across the State. You may work on your own but must be available to collaborate with other NAMI Nevada and Affiliate team members across the State, as well as work with government officials, other non-profits and be qualified to legally receive grant funds. Our ideal candidate is highly skilled in education and education writing, with a social services or counseling background a plus. Must work under minimal supervision with a flexible schedule. If you are an initiative-taking team-player with a passion for your work, we are looking for you to join our team.

Independent Contractor Duties and Responsibilities

* Collaborate with team members to conduct a detailed review of the current system and infrastructure to identify gaps and areas of improvement. Consult with the 988 Formative Research Team to gather insights and findings, focusing on the challenges and needs of the rural populations.
* Establish relationships with key stakeholders in rural Nevada. Attend existing meetings to learn, organize and facilitate meetings in communities for 988/Crisis Response with local leadership, and relevant community partners.
* **Training and Capacity Building (Months 4-6) Develop a comprehensive training module around the 988 hotline for the public, focusing on its importance, functionalities, and integration with 911.**
* **Conduct workshops, town halls and training sessions for the public in collaboration with NAMI's CIT partners, The Regional Coordinators and Affiliate Partners. Engage with local communities and schools to raise awareness about the hotline's advantages.**
* Monitor and evaluate the adoption rate and usage of the 988 hotline post-training.
* Collaborate with team members to gather feedback from law enforcement personnel and stakeholders for continuous improvement.
* Recommendation and Reporting progress with team and partners to develop a comprehensive report detailing the project's impact, challenges faced, and recommendations for future endeavors.
* Adhere to individualized budgets and requirements.
* Communicate updates and issues that arise with supervisors, managers, or other team members.
* Meet grant deadlines.
* Track and record your progress and present regular updates to supervisors and clients.

Independent Contractor Requirements and Qualifications

* Bachelor’s degree in education (teaching, curriculum design and training), Social Sciences, Psychology or Health
* At least 4 years of experience in Nevada performing Advocacy Work, Community Organizing and Public Policy and Education
* Ability to submit Cover letter detailing relevant experience, CVs of individuals performing tasks; Portfolio of past work, with referral contact information.
* Please submit W9; and materials showing the ability to legally do business in the State of Nevada along with the written acknowledgement about the lack of conflicts in the ability to receive federal grant funding.
* Able to prioritize and manage your schedule.
* Able to work with minimal supervision.
* Strong time-management, communication, and organizational skills

Timeline

Responses should be sent to [robin@naminevada.org](mailto:robin@naminevada.org) and must be received by Tuesday, November 26th, 2024. This is a short-term contract that ends April 2026. Travel dollars are reimbursed up to a specified amount within the contract and per GSA limits and State Travel policies..