

Nevada 988 Coalition Coordinator Job Description

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Position Title: Nevada 988 Coalition Coordinator
Reports To: Executive Director or 988 Program Manager
FLSA Status: Exempt, Full-Time
Location: Statewide, Nevada / Hybrid (Covering Southern Nevada Region)
Salary Range: \$75,000 - \$90,000 annually
Benefits: Paid holidays and PTO; flexible work schedule. Health Plan negotiable.

Position Overview

The Nevada 988 Coalition Coordinator will help lead statewide collaboration efforts to strengthen and align Nevada's crisis response system. This role serves as the central convenor for cross-agency partners, ensuring that behavioral health providers, crisis call centers, state agencies, regional partners, and community organizations work together toward a unified vision for accessible, effective crisis care.

The Coordinator manages the full lifecycle of coalition operations, from meeting facilitation, strategic planning to communication, outreach, and project management – while maintaining strong relationships across the crisis continuum.

Core Responsibilities

- Organize and lead the planning, facilitation, presentation, reporting, and follow-through of the Nevada 988 Coalition and its subgroups.
- Coordinate with state leaders and crisis call center hubs to ensure alignment on 988 operations.
- Track 988 progress, identify gaps, and support partners in advancing shared goals.
- Build and maintain partnerships with behavioral health agencies, crisis call centers, CCBHCs, tribal, frontier, and rural partners, hospitals, county leaders, healthcare providers, schools and community organizations.
- Participate in partnership meetings to provide updates, support alignment, represent the coalition, gather insights, and strengthen relationships and trust.
- Facilitate communication between stakeholders across the crisis continuum.
- Manage follow-through on action items, subgroup work, and cross-agency initiatives.
- Engage partners in shared learning and coordinated advocacy.
- Oversee implementation of 988-related programs to ensure alignment with state expectations.
- Support outreach initiatives, community events, and educational programs.
- Assist in maintaining and updating coalition communication channels.
- Support additional roles as needed.

Qualifications

Bachelor's degree in business administration, public health, nonprofit management, or a related field preferred; equivalent experience will be considered.

3–5 years of experience in mental and behavioral health, public health policy, or community-based program work.

Experience in project management, program development, and/or program coordination. Nonprofit experience is a plus.

Strong written and verbal communication skills.

Proficient in Zoom and MS Office (Excel, Word, and PowerPoint in particular).

Demonstrated ability to work independently and in collaboration with others within a hybrid work setting.

Ability to work collaboratively with staff and diverse partners, including state agencies, crisis centers, and community stakeholders.

Flexible to travel within the region or statewide to attend meetings and offer support to partners as needed.

Adaptable and flexible to changes and the needs of the organization.

Exceptional attention to detail and strong organizational skills.

Skills

- Solid understanding of 988, mobile crisis response, crisis stabilization, and behavioral health systems.
- Proven ability to manage multiple projects and deliverables with strong organization and consistent follow-through.
- Ability to facilitate coalition and subgroup meeting using virtual meeting platforms and standard office software efficiently.
- Communicate clearly verbally and in writing, including presentations, summaries, and reports.
- Strong proficiency in Microsoft Office tools, particularly Excel, Word, and PowerPoint.
- Highly adaptable to new processes and emerging statewide priorities.
- Demonstrated ability to work independently while balancing priorities, meeting deadlines, and ensuring follow-through.

Equal Opportunity Statement:

NAMI Nevada is an equal opportunity employer committed to creating an inclusive and supportive environment. We strongly encourage applications from people with diverse identities, including those with lived experience of mental health conditions, people of color, LGBTQIA+ individuals, veterans, and persons with disabilities. We are an equal opportunity employer and value equity in hiring and organizational practices.

HOW TO APPLY:

Thank you for your interest in NAMI Nevada. Our mission is to improve the quality of life for people impacted by mental health conditions and their families by increasing awareness and reducing stigma through support, education, and advocacy.

To apply, please submit your résumé along with a brief email summarizing your interest in the role. Please send to hiring@naminevada.org by June 12, 2026. We look forward to reviewing your qualifications.