



"Never doubt that a small group of thoughtful committed citizens can change the world. Indeed it is the only thing that ever has."

MARGARET MEAD

Part-Time Executive Director Job Description for FACES

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www.facesva.org/pdf/articles/part_time_executive_director_jul2008.pdf

FACES (Family Advocacy Creating Education and Services) is a non-profit corporation founded in September 2004 by families of loved ones with brain disorders such as bipolar disorder, schizophrenia, depression, and schizoaffective disorder. The mission of **FACES** is to serve and support families by helping to dissolve the stigma surrounding mental illness. Our goals are to educate the public, provide educational resources, advocate for access to services, and create a model residential center.

FACES is located in the **FACES** Center on the grounds of St. Mark's United Methodist Church in Midlothian, VA. The Center serves as the office for **FACES** and the meeting place for support groups, educational classes, advocacy events, and board meetings.

Job Skills Required

Applicant would possess excellent communication skills, both written and verbal. Applicant would have experience in grant writing and be able to oversee the publication of a monthly newsletter and monitor and coordinate the expansion of the **FACES** web site. Applicant would have the skills to communicate with the media to promote **FACES** activities and goals. Applicant would have public speaking skills to advocate in the VA legislature and to speak to area organizations to promote education about mental health issues.

Applicant would possess good organizational skills to schedule **FACES** services offered on a regular basis (twice a month support group meetings; once a month advocacy meeting; once a month board meeting; and educational classes taught year round) and to organize and direct special projects such as the annual fundraiser.

Applicant would preferably have experience in the human service field or mental health field and be able to direct daily callers to not only **FACES** services but also to community resources. Applicant would work well with other mental health advocates and agencies to promote cooperation and collegiality. Applicant would keep up to date on issues, treatments, and methodology in the field of mental health.

Most importantly, the applicant would share a passion and commitment to assisting families of those affected by the challenging consequences of brain disorders.

Salary will be negotiated and will depend on the experience of the applicant. Hours will be flexible and some work can be done at home with computer and phone connection to the **FACES** Center.

To apply contact us at the following address: facesorg1@comcast.net