



Job Description

Policy and Program Research Associate

The Massachusetts Association for Mental Health (MAMH) convenes stakeholders across the behavioral health and public health communities to address policy, program, regulatory, budgetary, and legislative issues affecting those at risk for or living with behavioral health conditions. MAMH disseminates knowledge emerging from clinical research, program evaluations, and innovative developments to inform and activate diverse audiences in the Commonwealth and beyond. MAMH advocates for reforms in public policy and service delivery to improve access to care and end disparities in access to benefits, treatment options, and recovery supports to protect and improve mental health and well-being.

Principal Duties and Responsibilities

The Policy and Program Research Associate's principal responsibility will be to support MAMH's Knowledge Dissemination and Technical Assistance activities with a broad range of research, analysis, training, and project management duties. In addition, the Policy and Program Research Associate may work on and support a range of additional tasks and activities to support the MAMH mission, including legislative advocacy. Specific responsibilities will include:

- Keep abreast of trends and developments in mental health, substance use, and related issues affecting individuals with behavioral health conditions.
- Provide research, analysis, and project management for MAMH grants, contracts, and special projects related to mental health education, housing and homelessness, peer support, crisis intervention, intersection between mental health and the criminal legal system, and other topics.
- Conduct research and analysis and prepare draft presentations, reports, issue briefs, fact sheets, media talking points, curricula, and related documents on a broad range of topics.
- Plan, implement, and support follow-up related to MAMH events and training sessions.
- Draft reports and sections of proposal narrative for foundations and other funders.
- Support tasks and activities related to MAMH grants, contracts, and special projects, including scheduling meetings and developing agendas, preparing meeting notes, managing virtual events, and preparing project reports.
- Help to organize, maintain, and update MAMH website content.
- Support development of social media content.
- Respond to requests for information from individuals and organizations contacting MAMH for assistance.

The position will report to the Director of Knowledge Dissemination and Technical Assistance.

Job Qualifications

Knowledge, Skills, and Capabilities

The Policy and Program Research Associate will have:

- Demonstrated interest and commitment to public health and/or disability issues.
- Demonstrated ability to communicate both orally and in writing with individuals and groups at all levels, to juggle multiple tasks, to meet deadlines, and to maintain quality standards in work produced.
- Excellent critical thinking, analytical, and research skills, including comfort conducting online research as well as using library and scholarly resources.
- Demonstrated competency in MS Word, Excel, and PowerPoint.
- Ability to work well both independently with minimal supervision and as part of a collaborative team.
- Flexibility in an evolving policy and political environment. Maturity, sound judgment, and ability to represent MAMH with knowledge and professionalism.

Education and Experience

The Policy and Program Research Associate will have:

- BA/BS degree in liberal arts, psychology, public policy or related field.
- Graduate degree such as JD, MA, MPH, MPP, MSW, PhD, or other advanced degree related to psychology, social welfare, public policy or related field is strongly preferred.
- At least 2 years of relevant work, research, or analytical experience is strongly preferred.
- Experience in one or more content areas relevant to behavioral health a plus. These may include mental health education, housing and homelessness, peer support, crisis intervention, intersection between mental health and the criminal legal system, or related topics.
- Experience in education, justice/criminal legal system, or substance use service system a plus.
- Experience and/or interest in curriculum development, training, and/or video production a plus.
- Lived experience with mental health condition, diverse cultures or identity

Compensation

Salary commensurate with experience and benefits include professional development, health insurance, and standard leave provisions.

Applications

Applicants must submit a resume AND a cover letter to MAMH by email to opportunities@mamh.org. **Applications are due on or before to MAMH by Friday, March 25, 2022.**

About the Massachusetts Association for Mental Health (MAMH)

Since 1913, MAMH has worked to improve understanding of mental health conditions and combat disparities in health services access. We envision a day when all individuals and families across the Commonwealth have the resources and opportunities they need to promote resilience and protect overall health. MAMH disseminates knowledge, convenes diverse stakeholders, and advocates for policy change.