



SPAN IDAHO Position Description

RESOURCE SPECIALIST

STATUS: Part-Time (15 hrs./wk.- flexible hours) Exempt
REPORTS TO: Executive Director

RESPONSIBILITIES:

- Research and distribute information
- Respond to research and information requests
- Maintain membership system

QUALIFICATIONS:

- Minimum 2 years experience responding to information requests
- Minimum 1 year experience reviewing and summarizing research or complex information
- Ability to work from home and must have own computer
- Excels in use of the Internet and email
- Ability to respond quickly to challenging requests
- Excellent organizational skills
- Excellent written and verbal communication skills
- Ability to work with software tools, including, and Microsoft Word and Excel
- Prefer experience in mental health or social services field

DUTIES:

- Collects, reviews and distributes research and other information on suicide prevention and post-vention
- Responds to research and information requests/questions from members, regional volunteers, field professionals and the general public
- Answers SPAN phone
- Monitors and responds to SPAN Info email account
- Tracks membership and maintains membership database
- Produces and sends membership renewals and brochures
- Assists in planning and implementing SPAN Idaho Annual Suicide Prevention Conference
- Backs up SPAN files
- Assists with basic administrative duties
- Performs tasks as assigned by the Executive Director