

Educational Services, Inc. (ESI), a government contractor located in Bethesda is seeking a full-time **Technical Assistance (TA) Specialist** to provide technical assistance for the Substance Abuse and Mental Health Services Administration (SAMHSA) ADS Center, a project of the Center for Mental Health Services (CMHS).The Center promotes social inclusion and acceptance of people with mental health problems. Responsibilities include, but are not limited to, the following:

Program Support – ADS

- Responds to technical assistance requests that are received through a toll-free SAMHSA ADS Center phone number and ADS Center email.
- Uses SAMHSA ADS Center database and other resources to identify the most culturally competent, relatable and appropriate materials and trainings to address needs.
- Assists with program materials development, editing, and research, as directed.
- Participates in the ongoing identification, collection, and data entry of appropriate materials for inclusion within the assigned program.
- Performs various support functions related to training teleconferences and Steering Committee meetings.
- Strategizes with the Program Manager to plan service delivery innovations in response to trends in TA requests.

Qualifications

- Bachelor's degree with psychology, public health, social work or other social science emphasis
- Experience (either paid or volunteer) working as a mental health consumer advocate
- Personal familiarity with mental health consumer advocacy movements and networks
- Minimum of 1-2 years of technical assistance or related experience in the social services, public health or Federal contracting environment

Required Skills

- Advanced proficiency of Microsoft Word, Excel, and PowerPoint.
- Working knowledge of databases, on-line data collection and content management systems.
- Experience coordinating and facilitating teleconferences.
- Excellent verbal and written communication skills.
- Strong internet research skills.
- Detail oriented.
- Excellent analytic skills.
- Ability to multi-task in order to meet deadlines in a fast paced environment.

ESI offers a comprehensive benefit package and is Metro accessible.

Qualified candidates should send resume and cover letter with salary requirements referencing TA Specialist in subject line to careers@esi-dc.com or mail to: ESI, 4350 East West Hwy, Suite 1100, Bethesda, MD 20814 Attn: HR. ESI offers a comprehensive benefit package and is Metro accessible. Only those selected for interviews will be contacted. No agency or applicant phone calls please. EOE.