

TRI-COUNTY HEALTH NETWORK



Position: Community Mobilizer Administrator
Supervisor: TBD
Status: Full-Time, Exempt

JOB SUMMARY:

The Community Mobilizer Administrator is responsible for leading youth and adult community coalitions and workgroups, currently focused on youth substance prevention, in Telluride and surrounding communities. Utilizing the Community That Cares framework and through partnership with local schools, the Mobilizer will lead the implementation of a community youth substance prevention action plan, developing membership in coalition work, and build relationships with community leaders, government officials, educators and other key stakeholders to support the coalition's goals. Responsibilities also include advocating for community-driven practices and emphasizing capacity building of coalition and community members and engaging local youth to support, grow & lead community initiatives to engage the overall community toward shared goals around youth substance prevention.

DUTIES AND RESPONSIBILITIES: *May include the following, and other duties as assigned.*

1. Develop and maintain strong, engaged partnerships with coalition members, community leaders, youth service providers, and the public. Promote community-wide buy-in for the CTC process.
2. Work with the CTC coalition to recruit key leaders, stakeholders, parents, youth and additional community coalition members.
3. Utilize the CTC framework to guide the coalition and workgroups through the action planning and implementation process.
4. Use effective and equitable group facilitation skills to guide coalition & community board meetings and workshops, including meeting prep and follow-up.
5. Serve as the lead to accomplish the identified work plan including achieving milestones & benchmarks.
6. Assist in identifying potential issues and implementing solutions that include community-level, policy, and population-based approaches
7. Lead in planning and developing youth engagement in CTC activities through working with the school CTC clubs, including collaborating with school staff and community members to support youth efforts in schools and the community
8. Outreach to, educate, and organize the community-at-large to support positive youth development. This will include conducting research, organizing, and facilitating community meetings regarding best practices for youth substance prevention and positive youth development

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9. Coordinate the dissemination of CTC information to key leaders, schools and other youth service providers and the public.
10. Develop communications and engagement plan to educate community on youth substance use and community-level risk and protective factors.
11. Support community board meeting preparation and follow-up including logistics, agenda, notes, and other communication
12. Manage the delegation of community board tasks that include collecting, organizing, and analyzing data; community outreach; and public relations. Lead discussions related to project planning and maintenance
13. Prepare documentation and reports required by funders, and ensure reports are submitted on time.
14. Participate in required trainings, continuing education requirements (as applicable), and monthly program calls. Disseminate notes to program team.
15. Document efforts in the required management information system accurately and within prescribed timeframes
16. Assist with grant deliverables, program evaluation, and grant reporting requirements
17. Other duties as required to ensure the success of the program and TCHNetwork.

EDUCATIONAL AND EXPERIENCE REQUIRED:

- Relevant four-year degree in a related field with at least three years' relevant experience; OR 6 years any combination of relevant experience and education
- Familiarity with the local community and understanding of local issues or have lived experience with similar community and local community issues.
- Experience with group facilitation, and the ability to foster participatory decision making and team building.
- Experience/comfort working with diverse communities. Culturally competent and aware of race, gender, class, sexuality, ability, etc.
- Demonstrated commitment to equity and social justice, and the ability to think critically around how external systems impact the community and the coalition's work.
- Must be proficient in MS Office, Outlook and OneDrive or similar shared file system.

PREFERRED QUALIFICATIONS:

- Bilingual/bicultural Spanish speaker

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- Knowledge and experience working in/with school districts or social service agencies in rural communities
- Proven experience of successful engagement with youth in a variety of settings
- Experience working with disadvantaged/underserved populations
- Demonstrated project management &/or program evaluation experience
- Prior experience working in a non-profit
- Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)
- Strong public speaking and presentation skills

PERSONAL ATTRIBUTES:

- Must possess demonstrated ability to relate to individuals of varied ethnic and cultural backgrounds, ages, and economic circumstances
- Trusted member of the community and ability to make new and lasting connections.
- Ability to maintain client confidentiality
- Ability to work in a fast-paced environment, remain calm under pressure, and be supportive of client needs
- Advanced time management skills and ability to work independently
- Strong work ethic, self-motivated, and collaborative style
- Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
- Ability to exercise forethought, to look ahead and anticipate events
- Excellent critical thinking and consultative problem-solving skills
- Ability to receive and utilize constructive feedback regarding performance and presentation

OTHER:

Requires regular local and regional travel. May require occasional state or national travel. Must have reliable transportation to travel as needed and comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable. Must be able to lift 50+ pounds.

COMPENSATION:

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Starting salary range is \$40,000 – \$50,000 based on experience

Great benefits: full employee health & dental insurance, 10 paid holidays, 3 weeks PTO, employer-matched retirement, & powder days.

POSITION LOCATION:

Telluride, CO - No relocation assistance available.

To apply, email a cover letter and resume to info@tchnetwork.org with “Community Mobilizer” in the subject line. Applications without a cover letter will not be considered.