

# TRI-COUNTY HEALTH NETWORK

Position: Communities that Care (CTC) Administrator  
Reports to: Director of Equity, Inclusion and Community Engagement  
Status: Full-Time, Exempt  
Location: Telluride, CO

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## **JOB SUMMARY:**

The Communities that Care Administrator is responsible for recruiting and supporting a community coalition and workgroups, currently focused on youth substance prevention, increasing protective factor and healthy youth develop in the Telluride community. Utilizing the Community That Cares strength-based framework and through partnership with local schools, the Administrator will guide the implementation of a coalition lead community youth substance prevention action plan, building relationships with community leaders, government officials, educators, parents, and other key stakeholders to support the coalition's goals. Responsibilities also include engaging local youth to support, grow and lead initiatives to engage the overall community in generating local responses and solutions 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.
2. Work with the CTC coalition to recruit key leaders, stakeholders, parents, youth and additional community coalition members to promote community-wide buy-in for the CTC process.
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. Support the coalition in accomplishing 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. Collaborates with coalition and local community organizations to engage young people in meaningful ways throughout the process, providing opportunities, skill building, and recognition for their efforts
8. Support Youth Coordinator in engaging youth to join the CTC club.
9. 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
10. Coordinate the dissemination of CTC information to key leaders, schools and other youth service providers and the public.
11. Develop communications and engagement plan to educate community on youth substance use and community-level risk and protective factors.

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12. Support community board meeting preparation and follow-up including logistics, agenda, notes, and other communication
13. 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
14. Assist in meeting grant deliverables, participating in program evaluation, and preparation of grant reports.
15. Participate in required trainings, continuing education requirements (as applicable), and monthly program calls. Disseminate notes to program team.
16. Document efforts in the required management information system accurately and within prescribed timeframes
17. Other duties as required to ensure the success of the program and TCHNetwork.

## **EDUCATIONAL AND EXPERIENCE REQUIRED:**

- A bachelor's degree in public health, social work, or related field OR 6 years any combination of relevant experience and education
- At least three years experience working in public health, community engagement, community organizing, or community leadership
- Experience with public speaking and group facilitation, including the ability to foster participatory decision making and team building.
- Must be proficient in MS Office, Outlook and OneDrive or similar shared file system.

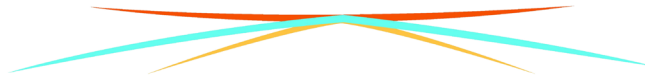
## **PREFERRED QUALIFICATIONS:**

- Bilingual/bicultural Spanish speaker
- Familiarity with the Telluride community and understanding of local issues
- Knowledge and experience working in/with school districts or social service agencies in rural communities
- Professional experience in coalition building and grassroots community engagement.
- Understanding of prevention science
- Proven experience of successful engagement with youth in a variety of settings
- Strong experience in communication, marketing, and community outreach
- Demonstrated project management &/or program evaluation experience
- Prior experience working in a non-profit
- Experience with local policy development
- Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)

## **PERSONAL ATTRIBUTES:**

- Must be culturally responsive and able and willing to work with people of various identities in an inclusive and non-judgmental fashion
- Commitment to equity and social justice, and the ability to think critically around how external systems impact the community and the coalition's work.
- Ability to become a trusted member of the community and ability to make new and lasting connections.

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- Ability to work in a fast-paced environment, and remain calm under pressure
- 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 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:**

Starting salary range is \$50,000 – \$60,000 based on experience

Great benefits: comprehensive employer health and dental insurance coverage , 10 paid holidays, 3 weeks PTO, individual retirement account (IRA) with up to 3% employer match, mental health & powder days.

## **DIVERSITY, EQUITY, AND INCLUSION:**

Tri-County Health Network is a nonprofit organization committed to collaborating with our communities to improve healthcare for everyone. Diversity, Equity, and Inclusion is at the core of our mission and work in the region.