

# TRI-COUNTY HEALTH NETWORK

Position: Youth Coalition Coordinator  
Reports to: Director of Equity, Inclusion and Community Engagement  
Status: Part time. 20 hrs/week  
Location: Telluride, CO

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## **JOB SUMMARY:**

The Youth Coalition Coordinator is responsible for recruiting and supporting high school and middle school students to lead coalitions and workgroups, currently focused on substance misuse, increasing protective factors, and healthy youth development in the Telluride community. To engage youth, the Coordinator utilizes the Community That Cares (CTC) strength-based framework and builds partnerships with local schools, students, parents and key stakeholders. The Coordinator engages local youth to support, grow and lead initiatives to involve the overall community in generating solutions around youth substance prevention. Additional responsibilities include providing support to the CTC Administrator, action planning and implementation, and fostering youth leadership and role models.

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

1. Work with the Telluride Schools, parents, and CTC Community Coalition to recruit diverse youth leaders to join the CTC Youth Club in the Telluride High and Intermediate schools.
2. Develop the CTC Youth Clubs ensuring Club membership is representative of the student body population.
3. Work with the CTC Youth Club school sponsors to schedule Club meetings monthly and ensure the youth voice is represented in CTC prevention work.
4. Use effective and equitable group facilitation skills to engage Club members in a safe and inclusive environment, while also building the facilitation capacities of youth (meeting prep and follow-up).
5. Engage Club members in meaningful ways throughout the process, providing opportunities, skill building, and recognition for their efforts.
6. Support the Club members in identifying potential issues and implementing solutions that include community-level, policy, and population-based approaches.
7. Develop and chair the Youth Engagement subcommittee that brings representatives from the Clubs and CTC Coalition to support implementing solutions, planning events, and providing chaperone coverage, as needed.
8. Attend CTC Community Coalition meetings and develop relationships with members to secure support for the Club and to promote community-wide buy-in for the CTC process.
9. Develop and maintain strong, engaged partnerships with coalition members, community leaders, youth service providers, and the public.
10. Manage and facilitate all correspondence with youth in coordination with the Club sponsors and CTC Administrator.
11. Support the CTC Administrator in accomplishing the identified work plan including achieving CTC milestones & benchmarks.

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12. Collaborate in developing youth Club outreach and prevention education materials (social media, newsletter, posters).
13. Outreach to, educate, and organize the community-at-large to support positive youth development.
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.
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 is preferred but **not required**.
- At least **one year** of experience working in public health, community engagement, high or intermediate school, community organizing, youth development or relevant youth setting.
- 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
- Love of working with teens/preteens, ideally in a mentor role
- 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 positive youth development and prevention science
- Proven experience of successful engagement with youth in a variety of settings
- Strong experience in communication, marketing, and community outreach
- Culturally responsive 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
- Ability to become a trusted member of the community and ability to make new and lasting connections.
- 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 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

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- 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:**

May require regular local and regional travel. Must have reliable transportation to travel and comfortable traveling. 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.

## **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.