



Job Title: **Communities That Care Coordinator**

GENERAL PURPOSE

Work collaboratively to implement the Communities That Care model to reduce youth substance use and overall substance abuse, and to improve mental health, in Summit County.

ESSENTIAL FUNCTIONS

- Ensure that the Communities That Care partnership creates appropriate goals, action plans, and measures of success.
- Support workgroup chairs and the overall partnership chair in coordinating, attending, and participating in meetings; communicate meeting times, agendas, accomplishments, and assigned tasks.
- Assist the partnership and its workgroup members to create and facilitate volunteer recruitment plans, encourage attendance, and meet with the membership periodically outside of partnership meetings, as deemed necessary; maintain a list of active members and member organizations; ensure that each workgroup has assigned chair and secretary.
- Oversee community outreach and public relations related to Communities That Care; participate in community activities as a representative of the partnership, as appropriate; coordinate and arrange trainings; use the required data systems for reporting.
- Work and coordinate closely with the Summit County Mental Health and Substance Abuse Coordinator to move forward related priorities of Summit County Communities.
- Provide technical assistance to all workgroups and the partnership to work consistently with all relevant guidelines; assist the funding workgroup in securing additional funds for proposed services and to sustain current funding.
- Attend local collaborative meetings, continuum of care meetings, and other local service based meetings to increase visibility and increase interest in the coalition as necessary; inform and educate potential partners throughout the county about the partnership process and potential value of participation; receive and disseminate information from partner organizations and outside sources.
- Ensure participation in regional meetings as well as on statewide workgroups as requested.
- Attend trainings (which will require occasional travel) to become fully qualified in the Communities That Care model.
- Perform related duties as required.
- Event planning/coordination for community outreach and engagement including, but not limited to town halls, family nights, fairs, coalition building events, etc.
- Training/Presentation facilitation of workshops and other CTC-related training events. Also, the candidate should be prepared to serve as an expert resource to the community with regards to CTC process and programs.

PREFERRED QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited college or university, and

- Five years' experience in managing coalitions involving public health or other community benefits;
- OR
- An equivalent combination of education and experience.

Ability to:

- Communicate effectively, verbally and in writing;
- Speak publicly with confidence and effectiveness;
- Develop effective working relationships with supervisors, fellow employees, elected officials, partnership members, business owners, elected officials, partnership members, and the public;
- Independently manage work assignments in a high interpersonal contact environment;
- Build a coalition of community-wide partners to achieve population-level outcomes;
- Recruit, engage, and lead volunteers on behalf of the mission of the initiative.