

Northwest Colorado Health CTC Community Mobilizer

General Statement of Duties:

The Communities That Care Community Mobilizer is responsible for recruiting and leading the development of a Communities That Care (CTC) coalition and its subsequent workgroups to include multi-agency representatives in Northwest Colorado. Participants of the CTC board are intended to be policy makers, community members, community agencies and youth that share the same mission. The Community Mobilizer develops and facilitates the CTC agendas and processes to lead the board and workgroups in completing the required CTC Milestones & Benchmarks. Responsible for monitoring and reporting CTC progress towards objectives and developing and strengthening relationships with internal and external stakeholders and funders. This position is subject to grant funding.

Supervision Received: Reports to the Prevention Services Director

Supervision Exercised: None

Essential Functions:

1. Leads the development and implementation of a comprehensive community youth substance use prevention work plan, including conducting assessments and gap analysis.
2. Works with the Northwest Colorado Health leadership and other partners to develop strong working relationships. Responsible for recruiting key leaders and community members to establish a CTC board and workgroups.
3. Develops and organizes agendas to engage and support CTC board members and workgroups. Serves as the lead to accomplish the defined CTC work plan and achieve the Milestones & Benchmarks.
4. Responsible for overseeing and directing the implementation of preventive interventions selected by the CTC board and coordinates with the CTC board to establish effective monitoring and reporting systems.
5. Utilizes effective group facilitation skills to help guide the board and workgroups through the CTC action planning and implementation process; leads discussions related to project planning and maintenance.
6. Researches, identifies and implements evidence-based interventions, policies and best practices to prevent youth substance use. Provides education to partners and collaborates with partners to ensure evidence-based interventions, policies and best practices are implemented in accordance with the youth substance use prevention work plan.
7. Identifies potential issues and works with CTC board to solve problems that may arise during the completion of the CTC Milestones & Benchmarks; assists in implementing solutions.
8. Prepares for and leads the CTC workshops with support and technical assistance from the Colorado Department of Public Health and Environment.
9. Prepares for the CTC board meeting and performs any necessary follow-up and project management needed to make progress.

10. Coordinates the dissemination of CTC information to key leaders, schools and other youth service providers and the public. Gives presentations and provides support for CTC board members as they conduct community outreach to include participating in media interviews.
11. Prepares documentation and reports as required by funder. To include collecting, organizing and analyzing data.
12. Creates reports, concept papers and other materials needed by CTC partners and Northwest Colorado Health to obtain funding for partner organizations to support CTC identified projects.
13. Responsible for assisting in the development of budget and oversight per funder's guidelines.
14. Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive public image, constructive working environment, and foster pride and professionalism in the workplace and community.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School Diploma or equivalent required. Bachelor's degree from an accredited college or university with a major in health education, public health, public policy or related field preferred, not required.

Experience:

1. Minimum two (2) years' experience in youth-serving organizations or working directly with youth required. Experience with youth issues or substance use issues preferred, not required.
2. Minimum one (1) year community facilitation or project leadership experience preferred, not required.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

Skills:

1. Strong written and verbal communication skills.
2. Advanced writing and computer skills, including database entry and management, office and spreadsheet applications.
3. Must possess strong group facilitation skills and experience.
4. Skill in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner.

Knowledge:

1. Knowledge of timelines, development and program design.
2. Thorough understanding of fundraising and grant writing.
3. Knowledgeable and skilled in community education, public relations, and communication principles and practices.

Abilities:

1. Working knowledge of principles of collective impact, community organizations and resources.

