

## JOB DESCRIPTION: **YouthWell Community Engagement Coordinator**

### **ROLES & RESPONSIBILITIES**

**contact:** [info@youthwell.org](mailto:info@youthwell.org) • [youthwell.org](http://youthwell.org)

Provide administrative support to YouthWell Executive Director & Founder.

- YouthWell Committees (6x/year)
  - Corresponds regularly with YouthWell committee members and partners.
  - Maintains committee rosters and archives all YouthWell communication.
  - Participates in all YouthWell committee meetings and education workshops.
  - Coordinates committee meetings, prepares correspondence and agendas, records and transcribes minutes, and schedules location and food.
- Events & Educational Workshops (4x/year)
  - Assist with all aspects of planning including the arrangements of location, food, and presentation.
  - Assist with coordinating and communicating with event volunteers.
- Wellness Resource Navigator (weekly)
  - Help build an online youth mental health resource database which requires reaching out to local organizations to identify and better understand available community services.
  - Assist with updating and distributing Youth Mental Health & Wellness Resource flyer.
- Marketing • Build community connection and outreach efforts (monthly)
  - Assist with Media/PR outreach to promote community education workshops.
  - Newsletter: Prepare and edit YouthWell monthly eNewsletter. Create editorial calendar.
  - Website: Update YouthWell.org... calendar, resource pages, and even pages. Update Google calendar
  - Social Media: Help develop online YouthWell awareness in order to educate on mental health, promote workshops, and connect families to resources. Build our community engagement on specific platforms (Facebook, Twitter, Instagram). Responsible for content management and executing our social media strategy and messaging.

### **QUALIFICATIONS & SKILLS NEEDED**

\*BA degree a plus

- Strong communication skills – Speak and write clearly and informatively; able to effectively present information; listen to others; work with discretion and maintain confidentiality.
- Community Relations – Able to respond promptly to questions from YouthWell partners and the community. Able to manage challenging personalities and situations; respond promptly to others' needs; solicit feedback; able to identify and resolve problems.
- Professional – Positive and flexible, can-do attitude with ability to work collaboratively. Approaches others with tact; react well under pressure; treat others with respect; follow through on commitments; work with integrity and uphold the values of YouthWell.
- Initiative – Self-starter; ability to work independently with minimal supervision. Able to demonstrate mature judgment, initiative, problem-solving and critical thinking skills. Is a solution seeker; undertakes self-development activities; looks for opportunities; asks for help when needed.
- Dependability – Can be relied on to meet deadlines; responds to direction; takes responsibility for own actions; keeps commitments; displays strong commitment to completing projects. Ability to work flexible hours which includes occasional evening and weekend activities.
- Planning & Organizing – Project management experience and/or experience in event planning. Possess strong organizational and time-management skills with the ability to prioritize competing responsibilities. Detail oriented with good multi-tasking ability. Manage competing priorities; uses time efficiently; sets goals and objectives; develops action plans and takes responsibility for implementing them.
- Technical Skills... Strong computer proficiency, including Google Drive, Docs, Spreadsheets, and Slides.
  - Experience with or willingness to learn to use MailChimp.
  - Experience with or willingness to learn Wordpress to update website a plus.
  - Photoshop and the ability to edit photos to be used for social media a plus.
  - Social networking experience and social analytics tools knowledge a plus. Proficiency in social media platforms including Facebook, Instagram, YouTube, and Twitter.

### **SALARY & HOURS**

- \$17-\$23 Hour DOE
- Part-Time-10-15 hrs wk - a lot of flexibility
- Position reports to YouthWell Coalition Executive Director in collaboration with Mental Wellness Center EO