



## JOB POSTING

### **Chittenden County Opioid Alliance Communications and Administrative Coordinator**

<b>Position Description:</b>	Part-time Communications and Administrative Coordinator
<b>Reports to:</b>	Executive Director
<b>Exemption Status:</b>	Non-exempt
<b>Salary range:</b>	\$18- \$20, hourly and dependent upon qualifications

Seeking a part-time (20 hours/week) communications and administrative coordinator. Energetic, creative and well organized person to improve public engagement and maintenance of administrative systems in our broad-based collective impact Opioid Alliance. Programs and projects include cross-sector partner meetings, community engagement conversation events, high level executive and steering committee meetings, education and outreach events, and other projects related to the Opioid Alliance's goal to reduce the burden of opioids on Chittenden County.

#### **Minimum Qualifications:**

Working closely with staff and action teams, the selected individual will have: demonstrated skills and capabilities in marketing and public engagement plan development, management, and evaluation; experience and commitment to working with diverse constituencies; strong organization and communication skills (writing, public speaking, and some graphic design); the ability to analyze data to inform marketing strategies; experience in website design and content management; and, the ability to approach work independently and take initiative while working within a team environment. Experience with contact databases, social marketing, Google analytics, and Microsoft Office is important.

- 1. Education and Experience:** An Associate's degree in a related field and at least two years of experience are preferred. The individual selected must be a self-starter, able to work independently, take direction, meet deliverables and stick to deadlines.
- 2. Computer Proficiency:** Must be highly proficient in Microsoft Office Suite, website and content management platforms, database management, Google Analytics, and social media platforms.
- 3. Other Skills and Characteristics:** The Communications and Administrative Coordinator must have the ability to:
  - Communicate effectively and present ideas and findings (both written and oral) clearly and concisely;
  - Establish and maintain effective working relationships with a wide diversity of individuals and groups;
  - Assist with a wide variety of projects, both independently and in a team environment;
  - Assist with new media initiatives and tasks, including: public relations; website design and editing; print and online advertisements; short- and long-term marketing strategies; graphic design; email marketing; and regular and effective communication with the media;
  - Assist the Executive Director with a variety of small- and large-scale events.

**General Responsibilities:** The Communications and Administrative Coordinator reports to the Executive Director and will be qualified and responsible for, but not limited to:

- Update and maintain CCOA website

- Update and maintain CCOA Facebook page and Twitter account
- Maintain and update CCOA master contact database
- Assist with community engagement events
- Coordinate and oversee Delta Dental grant applications as well as Action Team grant applications
- Type up and share monthly Action Team and Executive Committee Meeting Minutes
- Maintain Action Team and press documentation binders
- Edit marketing materials as needed
- Collate news articles on opioids and related topics
- Document any press related to CCOA
- Assist with planning, management, and execution of a variety of small- and large-scale events
- Provide general communications support to the Executive Director
- Perform other tasks and duties as assigned

**Specific Responsibilities:** Will vary with the needs of the organization. The position will be located at the Burlington Police Department and a background investigation is required. The position is contingent upon continued grant funding.

**Please submit a cover letter, resume and three references to Christine Johnson at [christine@unitedwaynwvt.org](mailto:christine@unitedwaynwvt.org) by June 1<sup>st</sup>.**

The United Way of Northwestern Vermont is an Equal Opportunity Employer.