



Community Outreach Coordinator Position Profile

Overview

Rise Above Colorado was created by a dedicated and passionate team from the Colorado Meth Project who are committed to helping teens learn about drug abuse so they can make empowered, positive, smart choices -- to lead the healthy life they deserve.

Rise Above Colorado's efforts build on the success of the Colorado Meth Project's "Not Even Once" campaign. Rise Above will maintain focus on methamphetamine abuse along with a new prescription drug initiative and general drug prevention resources in collaboration with The Partnership for Drug-Free Kids, a national non-profit organization working to help families solve the problem of teen substance abuse. Utilizing best practices for public awareness and community outreach, Rise Above Colorado shapes teens' attitudes and perceptions about drugs through proactive education programs, with an ultimate goal of reducing usage patterns.

Position Description and Responsibilities

The Community Outreach Coordinator will provide leadership in the development and execution of the organization's expanded community outreach plan by supporting a broad range of community action programs that connect local communities to tools and resources provided by our organization and our partners. Ultimately, the position seeks to mobilize the people of Colorado on a local level to raise awareness in substance abuse prevention and positive youth development for teens.

The Community Outreach Coordinator reports to the Program Director and is responsible for:

- **Community Outreach and Programming:** With support from the Program Director create, plan and implement community outreach programs across the state. Responsibilities for this initiative include:
 - Full competency in delivering, and training others to deliver, existing organizational programming to principal audiences: teens, parents, educators and the general public
 - Collaborate with strategic partners in the design and implementation of new school and community resources.
 - Develop and maintain positive and productive relationships with key constituencies and organizations in Colorado to facilitate statewide reach for community programming, including schools, corporate and government entities, faith-based and other nonprofit organizations
 - Identify and promote community events with local media in coordination with Program Director and the organization's public relations firm
 - Identify and track state and local events that may provide outreach opportunities
 - Work with the Teen Outreach Manager to recruit participation and implement educational resources in middle schools, high schools and youth-serving agencies
 - Work with the Program Director to track, communicate with, and utilize volunteers in the planning and execution of local programming in communities across Colorado



- **Communications and Research:**
 - With support from Program Director, monitor and deliver social media content.
 - Actively promote Rise Above Colorado and the Colorado Meth Project through community presentations.
 - Track key statistics on drug abuse in Colorado.
- **Administration and Operations:** With Executive Director and Program Director, manage all administrative aspects of Rise Above Colorado program including:
 - Monitor and track expenses; participate in budget development and preparation of reports to funding agencies.
 - Other duties as assigned to advance the mission of the Rise Above Colorado.

Minimum Qualifications

Applicants must possess strong analytical, interpersonal, and communication skills, with the ability to manage multiple projects simultaneously. Candidates must be self-directed and require limited oversight in performance of duties. Experience with statewide and/or community-based outreach programs is desirable.

- Passion for the mission of the organization is essential. Candidates will not only possess outstanding administrative and project management skills but will also be an advocate for Project's mission and vision.
- A minimum of 1-3 years of experience in administration, project management, and community programs.
- Bachelor's degree highly preferred
- Experience in community development and/or youth education and domain expertise in substance abuse, treatment, or prevention desirable.
- Experience with the design and delivery of social media campaigns
- Excellent communication and presentation skills (oral and written).
- Exceptional interpersonal skills with the ability to inspire and lead volunteers and community leaders.
- Ability to manage multiple projects under aggressive timelines and expectations.
- Skilled in project development and implementation, with experience in successfully managing complex projects that involve multiple participants to achieve results.
- Strong networking skills and the ability to work with a variety of partners, including schools, governmental, nonprofit, educational, faith-based, and corporate agencies.
- Ability to operate with a minimum of direct supervision.
- Statewide travel required, as is working occasional evenings and weekends.
- Technical proficiency in word processing, spreadsheet, presentation, and Internet tools.

**Compensation**

- Compensation will be commensurate with experience and competitive in the industry. Benefits include options for medical, dental, life and disability insurance and participation in 401k plans with employer matching.

To Apply

- For more information, submit resume and cover letter by December 29, 2014 to:
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