



Title: Communication and Outreach Specialist

Responsibilities:

The Communications and Outreach Coordinator will use their communication, design and interpersonal skills to advance our efforts to reduce youth substance use and promote health and well-being by...

- Highlighting our work through our monthly E-blast, quarterly newsletter, local media, social media platforms and website.
- Facilitating the Communications Committee as part of a regional prevention partnership.
- Creating education materials as needed to distribute to our stakeholders and broad community.
- Seeking out opportunities for broader community education at local farmers markets, special events, clubs, and school activities and preparing information to be distributed.
- Working with Thrives' Youth Engagement Specialist to help amplify youth voice through videos, podcasts, social media and earned media.
- Ensuring compliance with grant funded deliverables by helping to track all our amazing work and report on our accomplishments.
- Being a vital, enthusiastic and supportive member of the Thrives team and our community partnerships.
- Managing communications projects and assigning deadlines and tasks as needed.
- Making adjustments on web pages using WordPress as needed.
- Assisting with stakeholder education by sharing materials and information at select board meetings and other access points.
- Sharing information and best practices with local retailers to reduce the risks that the promotion and sales of alcohol, cannabis and tobacco products pose to minors.
- Finding opportunities to reach untapped community partners and providing information to cultivate new relationships.
- Assist with community events and outreach, including planning, setup, and participation at local gatherings.
- Support promotion and engagement efforts by connecting with community members, sharing resources, and representing the organization in a positive and welcoming manner.

Preferred skills and qualifications:

- Passion for and commitment to mission-driven communication



- Background in health education/prevention, community outreach or communications with a Bachelor's Degree or an equivalent amount of education, training, worked and lived experience
- Excellent written, verbal, computer and public speaking skills
- Experience using WordPress, Word, Canva and Social Media pages.
- Leadership and/or project management experience preferred
- Commitment to health equity, trauma-informed, and strengths-based communication approaches
- Ability to write for and communicate effectively with diverse audiences
- Ability to work cooperatively with supervisor, community partners, co-workers, youth, parents, community members, and key leaders
- Capable of convening groups and organizing collective efforts around a common goal
- Organized, detail oriented, and able to follow through on multiple projects
- Knowledge of effective alcohol and drug prevention principles and strategies preferred
- Demonstrated ability to work independently, as well as part of a team
- Ability to take directions and openly listen to recommendations from supervisor
- Creativity, organization, initiative, and flexibility desirable
- Flexibility to work some nights and weekends as needed

Compensation: Starting at \$22.00/hr

Location: Hybrid (in person and remote)

Schedule: 20 hours/week

Communication and Outreach Coordinator

Date:

Katelyn Sherman, Director

Date: