



**Burlington
Partnership
for a Healthy
Community**

*Positively impacting the Burlington community by addressing
the causes and consequences of substance abuse.*

PO Box 1353 • Burlington, VT • 05402
(802) 652-0997 • burlingtonpartnership.org

Burlington ParentIN Community Engagement Coordinator

Qualities and Qualifications:

- Bachelor's Degree or equivalent experience
- Aptitude and passion for community building
- Minimum of two years of communications experience
- Exceptional writing, editing, and communication skills
- Adapts easily to a variety of technology systems
- Demonstrated experience developing and maintaining strong working relationships with collaborating partners
- Strong organizational skills and attention to detail
- Experience in marketing and graphic design helpful but not required

Compensation and Benefits

20 hour/week part-time position. Hourly salary \$18.00-20.50 based on experience and qualifications. Opportunity to work some hours remotely. Flexible schedule and a positive, supportive work environment.

Supervised by: Coalition Director

Summary Description: This role involves a blend of communications, outreach, and education. The position is responsible for the engagement, facilitation, and relationship building related to BPHC's educational and skill-building program for parents and caregivers in Burlington, ParentIN. This position works closely with BPHC's Communications & Marketing Coordinator on health promotion marketing and behavior change strategies that help parents and caregivers in Burlington support their children to live substance free while their brains are developing. The position is community-based, with a significant portion of the time devoted to building relationships with organizations and individuals in the community to connect people to ParentIN resources. Responsibilities may also include updating social media, websites, and other written communications for the ParentIN program. The job requires creativity, attention to detail, and ability to communicate clearly and effectively with a variety of audiences and collaborate with multiple partners. Requires someone who can work autonomously and take initiative.

Project Specific: ParentIN Campaign:

- Responsible for connecting families in Burlington to our ParentIN Burlington program and increasing the reach and accessibility of the program components. Including (but may not be limited to):
 - Increase parent and caregiver program sign ups
 - Distribute program materials
 - Organize Parent Meet Ups and other program events (space, childcare, registration, food, etc)
 - Coordinate details for parent support group facilitation with Centerpoint Adolescent Treatment Services



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- Organize and coordinate regular ParentIN speakers/workshops/learning opportunities for parents and caregivers
- Help maintain regular website and social media content with support from Marketing & Communications Coordinator
- Develop and implement activities to disseminate ParentIN information in the community.
- Communicate with and build relationships with new and existing partners in Burlington to increase the reach and impact of campaign and related activities, reduce costs, and build sustainability.
- Work with Marketing & Communications Coordinator to prepare media pitches, press releases, member updates, and other communications as needed. Maintain an updated media contact list.
- Collaborate with BPHC staff to connect ParentIN messaging with other coalition education, specifically the Above the Influence campaign messaging for youth.

Administrative Duties:

- Assist with research and writing for grants and other funding as needed.
- Track and manage tasks for grant requirements, reporting and strategy evaluation.
- Track and support program progress and outcome evaluation.
- Provide support for program assessment and evaluation activities as needed

General:

- Stay up-to-date on the latest research and trends in health behavior marketing, social marketing, and communications to help expand and enhance program reach.
- Maintain and utilize a working knowledge of significant developments, trends, and best practices in substance abuse prevention and youth asset development. Attend relevant trainings as needed.
- Collaborate with local non-profits and other relevant partners to build strong, long-term working relationships that expand the reach and impact of ParentIN.
- Participate in coalition projects, meetings, and events as often as appropriate.
- Other responsibilities as directed by supervisor.

Print Name

Signature

Date

Supervisor Signature

Date