



**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](http://burlingtonpartnership.org)

## **Community Engagement & Event Coordinator**

### **Qualities and Qualifications:**

- Bachelor's Degree or equivalent experience
- Aptitude and passion for community building
- Exceptional writing, editing, and communication skills
- Demonstrated experience developing and maintaining strong working relationships with collaborating partners
- Strong organizational skills and attention to detail
- A commitment to diversity; a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance. Including the ability to work with diverse individuals within the organization and the broader community.
- Experience in marketing and graphic design helpful but not required

### **Compensation and Benefits**

25 hour/week part-time position. Hourly salary \$18 - 21/hour 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 communication, outreach, and education strategies. The position is responsible for the engagement, facilitation, and relationship building related to BPHC's ParentIN program, an educational and skill-building program for parents and caregivers in Burlington. 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. The position is also responsible for coordinating and organizing outreach and partner engagement for other BPHC projects, including our annual Roots of Prevention fundraiser, and increasing tobacco cessation supports in the area. For the right person, responsibilities may also include writing and updating online and 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:**



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- Responsible for connecting families in Burlington to our ParentIN Burlington program and increasing the reach and accessibility of the program components. Including (but is not limited to):
  - Increasing parent and caregiver program sign ups
  - Distributing program materials
  - Organizing all components of Parent Meet Ups and other program events (space, childcare, registration, food, etc)
  - Coordinating details for parent support group facilitation with Centerpoint Adolescent Treatment Services
  - Organizing and coordinating regular ParentIN speakers/workshops/learning opportunities for parents and caregivers
  - Working with the Marketing & Communications Coordinator to plan, coordinate and develop communication strategy and content to meet program goals and objectives. This includes but may not be limited to: social media, website, newsletters, and print materials
  - Develop and implement activities to connect community members to ParentIN information. Some examples include: workshops, community presentations, videos.
- 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 Director to prepare media pitches, press releases, member updates, and other communications as needed.
- Collaborate with BPHC staff to connect ParentIN messaging with other coalition education, specifically BPHC developed messaging for youth.

**Administrative Duties:**

- Assist with research and collection for grants and other funding as needed.
- Track program and activity progress and outcome evaluation for grant reporting.
- Provide support for program assessment and evaluation activities as needed.

**General:**

- Help plan and organize events and activities related to coalition work plan objectives and coalition sustainability, including support of the annual Roots of Prevention Award Celebration.
- Supporting growing and maintaining relationships with individual, corporate and foundation sponsors.



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- Increase knowledge in health behavior related communications and messaging, as necessary, to enhance program reach.
- Maintain and utilize 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.

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Print Name

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Signature

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Supervisor Signature

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Date

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Date