

Position Description

Community Convener

Building a Resilient Jacksonville System of Care (BRJ-SOC)

Reports To: Program Manager

Status: Exempt, Full Time

Salary Range: \$35,000-\$45,000

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conveners use their influence and authority to call people together to collaborate. The convener's primary responsibility is to serve as the organizer and point person for the collaboration's meetings carrying out the preliminary and follow-up tasks that ensure the process proceeds smoothly.

- ◆ Convene community residents and work to create more equitable access to trauma-informed community behavioral health resources.
 - ◆ Work with other partners to build coalitions and community champions.
 - ◆ Convene regular community and neighborhood meetings to ensure authentic participation.
 - ◆ Maintain written and electronic communication.
 - ◆ Manage all electronic and print content and communications such as membership lists, mailing lists, we site, Facebook page, records, procedures, graphic files, letter
 - ◆ Develop and maintain effective working relationships with community members.
 - ◆ Assist the leader in developing and maintaining agenda, minutes and time.
 - ◆ Ensure adequate notice of meetings and agendas.
 - ◆ Facilitate discussion to help the group identify shared opportunities, priorities for action, and make a call for champions.
 - ◆ Facilitate collaboration among system partners, families, providers and other community stakeholders.
 - ◆ Convene workgroups to develop solutions, and provide leadership and problem-solving strategies, particularly for issues that cross system boundaries.
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EDUCATION AND EXPERIENCE:

- ◆ Bachelor's degree required.
- ◆ At least two years' work experience in community organizing
- ◆ Demonstrated ability to foster collaborative relationships with diverse groups of stakeholders, families and youth.
- ◆ **Employees are required to be vaccinated and adhere to all COVID precautions.**

OTHER SKILLS AND ABILITIES:

- ◆ A passion for and commitment to the climate justice perspective of the BRJ-SOC.
- ◆ Experience working with people from diverse socioeconomic and cultural backgrounds.
- ◆ Experience working with organizations and/or coalitions based in low-income communities of color.
- ◆ Responsible, very organized, and detail oriented.
- ◆ Ability to manage multiple tasks at once and independently carry out tasks.
- ◆ Good written and verbal communication and people skills, in-person and on the phone.