

Community Wellbeing Coordinator
Proposed Position Description
Chittenden East Communities, VT - Based in Richmond, VT

DRAFT for Discussion on 6.21.21

Job Title: Community Wellbeing Coordinator

Job Summary

Aligns, plans, and implements community programs and events and guides community engagement activities for the wellbeing of the Chittenden East Communities. Serves as liaison to schools, businesses, and community organizations. Coordinates and cultivates a network of wellbeing champions and participates in a network of peer towns, in the tri-town area (of Richmond, Bolton, and Huntington) and beyond.

Major Duties

Serves as liaison and steward for wellbeing within the organization, local and regional partner organizations, and the community to facilitate activities that address needs identified by local wellbeing data.

Develops opportunities for community engagement. Identifies areas of focus for community impact and implementation of user friendly tools to share and promote existing resources. Maintains database of relevant contacts and opportunities.

Coordinates community participation in wellbeing-related activities, programs, and special events. Coordinates events and initiatives related to prevention of drug misuse. Evaluates program delivery and needs; makes recommendations as appropriate.

Literacy in data, ability to analyze and curate relevant information for policy development and projects, manage data sharing via relevant platforms and with external stakeholders.

Prepares and presents findings, reports, presentations, and summaries. Compiles and analyzes data for studies and projects. Sources additional data as needed for contextual analysis. Identifies potential partners for data focused pilot projects.

Prepares and analyzes budget, provides monthly updates to the organization on the status of funds. Monitors expenditures for program, events, and activities.

Tracks program performance through collection of data on rates of participation, effectiveness of marketing and outreach activities, and other measurable impacts. Prepare reports regarding outcomes on a regular basis (monthly, quarterly, and/or as needed), ensure grant compliance and alignment with organizational outcomes.

Prepares content for Town website, social media, and publications describing past events, profiling local wellbeing leaders, and highlighting upcoming opportunities.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:

Knowledge of:

Principles and emerging best practices relative to wellbeing initiatives and community engagement programs.

Basic principles for event planning and coordination.

Effective customer service techniques.

Modern office practices, methods, and computer equipment.

Ability to:

Assess the effectiveness of program activities and operations.

Coalesce various community partners and organizations to align common needs.

Organize and implement small to medium scale events and convenings in the Tri-Town Area.

Prepare and maintain basic records.

Provide effective customer service.

Establish and maintain effective and cooperative working relationships with colleagues and the public.

Use social media platforms, online content, and other tools to effectively market program activities and events for the Town.

Remain current on trends in the wellbeing space in the U.S. and globally.

Skill in:

Dealing with program participants in a constructive and supportive manner.

Communicating program needs effectively.

Preparing project tracking reports.

Education, Training and Experience: *TBD*

Licenses and Certificates: *TBD*

1.0 FTE Position Annual Cost Range (Salary + Benefits): \$47,250 - \$52,650*

- \$16.83 - \$20.00 hourly rate, or \$35,000 - \$39,000 annual salary
- \$12,250 - \$13,650 annual benefits (assuming 35% benefit rate)

**Assuming: Position of Community Wellbeing Coordinator & hired by Town of Richmond*

SUPERVISION RECEIVED: Works under the general supervision of _____
and/or designee who outlines work, frequently reviews work activities and assignments and
periodically reviews completed work.

SUPERVISION EXERCISED: _____.
May assist in training of new program staff.