

**Position Announcement**  
Date Posted: May, 23 2015



**Job Title:** Community Engagement Specialist

**Anticipated Start Date:** June 15, 2015

**Employment Status:** Half-time hourly employee

**Compensation:** \$14-15 per hour, commensurate with skills and experience.

**Reports to:** Health Equity Coordinator

**Position Summary:** The Community Engagement Specialist (CES) will play a vital role in advancing the mission of the Health Equity Advocacy Team (HEAT), a partnership between community residents, LiveWell Montrose Olathe (LWMO) and coalition partners. The goal of the HEAT is *to grow the capacity of people and agencies to organize and advocate for Health Equity in the Montrose area in coordination with statewide health equity advocacy efforts.*

The CES will support HEAT through facilitating listening and outreach activities geared towards empowering the community. This position is designed for a creative, energetic individual who has the ability to build rapport with diverse populations, and who is passionate about serving their community!

**Essential Duties and Responsibilities:**

- Participate in and provide administrative support to HEAT by coordinating and attending meetings, keeping minutes, preparing materials, and communicating with committee
- Manage editorial calendar implementation and outreach activities for LWMO/HEAT
- Work with the HEAT Coordinator to develop and implement a strategic plan to engage community members, and develop a structure for their meaningful participation and leadership development
- Provide administrative support to Health Equity Coordinator during focus groups, listening activities and other outreach efforts by taking minutes, providing summaries, and coordinating meeting logistics
- Identify, organize and facilitate community outreach initiatives, including discussion groups, focus groups, surveys, interviews, and community forums such as the Health Equity Learning Series; prepare summary write-ups of listening and engagement activities
- Assist in the preparation of various reports and presentations for community stakeholder groups;
- Identify and share opportunities to implement HEAT activities or LWMO strategies

<b>Qualifications:</b>	<b>Experience/Skills:</b>
Organized, Creative, Energetic	Ability to build rapport with diverse groups
Attentive to detail	Excellent interpersonal skills, including conflict resolution and negotiation
Basic computer skills	Experience with public speaking & facilitating groups
Spanish/English bilingual a plus	Ability to synthesize information and communicate effectively in writing
High School Diploma, and some college or professional training	Experience with community-based work a plus

**Working Conditions:**

- This position is funded by a two-year grant from the Colorado Trust, active through December 2016.
- Valley Food Partnership, a 501c3 organization, is the fiscal sponsor of LWMO, and the legal employer of this position;
- This position will work 20 hours per week in the office space shared between VFP and LWMO or provided by coalition partner;
- Must provide own transportation to and from work site and to meetings;
- Mileage reimbursement at the current rate of .41/mile will be provided for meetings outside the area;
- Work hours will generally be between Monday-Friday with some evenings and weekends. Any variation within the work schedule will be agreed upon between the CES and Health Equity Coordinator;
- Office space, internet access, laptop computer and a land line will be made available. It will be the responsibility of the CES to have a working cell phone;
- The position includes Social Security, Medicare, and Workmen's Compensation contributions. There are no health benefits available;
- The position includes 5 paid annual leave days plus federal holidays, 5 sick days, and 2.5 emergency days. Paid overtime is not available.
- This position will have an initial 90-day probationary period.
- 30 days advance notice in the event of change of position is requested.
- This is an at-will employment position, in accordance with Colorado State law, and may be terminated at any time by either party with or without cause.
- Finalist(s) for this position will be subject to a pre-employment background check as a condition of employment which may include but is not limited to, a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.

**To Apply:**

To apply, send a resume along with a detailed cover letter explaining why this position fits your skills and experience to [abbie@livewellmontroseolathe.org](mailto:abbie@livewellmontroseolathe.org). Write the title of the job you are applying for in the subject line. If you are applying for more than one position, please send separate applications to appropriate personnel.

**Applications will be accepted until position is filled.**

For questions, call Jessica or Abbie at 970-249-0705

**Organization:** LiveWell Montrose Olathe (LWMO) and its Health Equity Advocacy Team (HEAT) operate under the fiscal sponsorship of The Valley Food Partnership (VFP), a 501(C)3 non-profit organization. This position is considered an employee of VFP and will be subject to their employee guidelines. This position is funded by a grant from the Colorado Trust through December 2016. This position is overseen by the Health Equity Coordinator and will work closely with LWMO Staff, HEAT Committee & the LWMO Steering Committee.