**Colorado Mental Wellness Network**

**Advocacy & Outreach Coordinator – Job Description**

The Advocacy and Outreach Coordinator is responsible for implementing CMWN’s policy strategy, conducting community outreach and marketing educational programming offered by the organization.

**RESPONSIBILITIES**

**Advocacy Program Coordination**

* Work with the Executive Director and Board of Directors on developing policy priorities and developing an annual advocacy strategy.
* Coordinate the organization’s virtual advocacy team and participate in policy and advocacy efforts impacting individuals receiving services through the behavioral health system.
* Attend relevant stakeholder meetings on behalf of the organization and represent CMWN’s policy positions.
* Assist with the coordination of advocacy volunteers and training programs as needed.
* Provide content for CMWN’s advocacy webpage and update as needed.

**Community Outreach**

* Connect with targeted community groups and organizations to promote workshops and participate in relevant policy coalitions on behalf of the organization.
* Advertise educational workshops utilizing social media, online marketing tools and through distribution of marketing materials (flyers, handouts).
* Work with colleagues and volunteers to produce a monthly e-newsletter for distribution.
* Collaborate with staff and volunteers to produce daily social media posts and weekly blog posts highlighting current events, recovery & wellness topics and CMWN updates.

**Administrative/General Duties:**

* Complete a quarterly performance plan based on organization goals & strategic plan.
* Participate in organizational events and committees as requested and if time allows.
* Contribute to program reports by keeping up-to-date on reporting in Google Drive – hour’s allocation, monthly events/outreach, testimonies from participants.
* Provide superior customer service to colleagues and community members by promptly returning phone calls and email messages, maintaining open communication and a positive attitude.
* Adhere to budgetary requirements set-forth by the Director.
* Adhere to requirements and reporting needs of funders.
* Other duties as assigned.

**REQUIRED QUALIFICATIONS**

The following qualifications are necessary to perform in this position:

* Individual must possess a minimum of a bachelor’s degree in the social sciences, communications, or related field and have knowledge of the behavioral health field.
* Must have a valid driver’s license, a reliable vehicle and willingness to travel around the state periodically.
* Must be computer proficient with knowledge of Microsoft Office software and possess strong organizational skills and leadership qualities.
* Communicate in a professional manner by phone, via email communication and face-to-face with community members. Articulate thoughts and opinions constructively.
* Must be able to work with both small and large groups of people with diverse backgrounds and strong opinions.

*Physical Requirements*

* Must be able to remain in a stationary position 60% of the time; other times able to stand or move around (approximately 40% of the time) during training/workshops/legislative testimony.
* Use hands/fingers to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
* Carry, lift, move audio/visual equipment, classroom and meeting supplies weighing up to 30 pounds to events/trainings.

**PREFERRED QUALIFICATIONS**

These are preferred components but not required to fulfill this role:

* Knowledge of the mental health recovery and peer movements in the U.S. and locally.
* Two or more years’ experience working within the healthcare or behavioral healthcare field.
* Familiarity with online marketing software and social media platforms.
* Experience facilitating meetings and workshops.

**Applicants must meet one of the following to qualify for this position**; have personally experienced/or successfully manage a diagnosable mental health condition OR be a family member of an individual who has experienced mental health issues in the past or currently. Individuals who are “dually diagnosed” or have experience with addictions in addition to a mental health condition, are encouraged to apply.

**SUPERVISORY RELATIONSHIPS**

The advocacy and outreach coordinator reports directly to the executive director.

**SALARY RANGE (EXEMPT POSITION)**

$32,000-$45,000 DOE

**WORK HOURS**

40 hours per week, some evenings and weekends

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

**CMWN is an Equal Opportunity/Anti-Discrimination Employer**

The Colorado Mental Wellness Network (CMWN) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CMWN complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CMWN expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CMWN’s employees to perform their job duties may result in discipline up to and including discharge.