



**MENTAL HEALTH
COLORADO**

OUTREACH COORDINATOR

Job Announcement

Mental Health Colorado is a nonprofit, nonpartisan organization that works to promote mental health, end stigma and ensure access to treatment of mental health and substance use across the state of Colorado.

Mental Health Colorado has a statewide network of advocates, called the Brain Wave. The Outreach Coordinator is responsible for the recruitment and orientation of Brain Wave members. She/he creatively communicates Mental Health Colorado's policy goals to Brain Wave members; identifies members to act as advocates on specific policy points; and connects members with other volunteer and advocacy opportunities.

ESSENTIAL JOB DUTIES

- Conducts on-boarding of new Brain Wave members to identify new members' experience and expertise areas related to mental health and substance use
- Matches skills/interest/experience of Brain Wave members with potential advocacy opportunities; strategically guides members towards ways to engage with opportunities related to their skills or interests
- Manages all communication to Brain Wave using email, phone, or face-to-face meetings
- Plan and facilitates monthly trainings/webinars for Brain Wave members and other trainings as needed
- Manages Brain Wave retention and engagement strategies, tracks progress towards short term and long-term goals
- Works to overcome barriers and challenges for Brain Wave representation from frontier and rural areas of Colorado – outreach to communities outside of Denver metro area
- Organizes Brain Wave data for use in reports and grant applications. Tracks trends in engagement and growth, and identify any new data points to track
- Manages oversight of goals for Brain Wave; complies with grant requirements
- Maintains a broad knowledge of the landscape of mental health and substance use services in Colorado, stays updated on changes and how that may impact consumers
- Performs other duties as assigned

REQUIREMENTS

- Bachelor's degree
- Working as a team member and team-lead based on the project
- Proficiency with communications technology and software used in a typical office environment (Word, Excel)
- Working as a team member and team-lead based on the project
- Creative thinking and strong organizational skills
- Program management/volunteer management experience
- Self-motivated and strong organization skills
- Empathy; active listening skills
- Excellent written and oral communication skills

COMPENSATION/BENEFITS

This position is a full time, 40-hour per week, exempt position. The salary range for this position is negotiable based on experience.

Applicants should email a cover letter and resume to dmclaughlin@mentalhealthcolorado.org by August 28, 2019; please use the subject line "Outreach Coordinator". Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire, and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.