

---

# Rise Above CO: Manager of Communications & Community Partnerships

## Position Description | April 2021

### Organization Background

Rise Above Colorado is a drug misuse prevention organization that measurably impacts teen perceptions and attitudes about the risks of substance misuse to help youth make empowered, healthy choices. Our vision is to empower teens to lead a life free of drug misuse and addiction.

Rise Above Colorado implements prevention strategies targeted for youth aged 12-17 to measurably impact attitudes (e.g. perception of harm, perception of peer use, etc.), knowledge (e.g. appropriate and inappropriate use of Rx drugs, teen brain science, etc.), and skills (e.g. media literacy, health decision-making, refusal skills, etc.). Rise Above achieves these objectives through direct-to-youth communications, peer-to-peer engagement and resource delivery by youth-serving partner organizations.

### Position Overview

Reporting to the Executive Director, the Manager of Communications & Community Partnerships is a skilled project manager and communications leader who can build and maintain collaborative working relationships internally and externally. The role supports the consistency of the Rise Above mission and brand across the organization, while also managing a comprehensive, statewide engagement strategy through Rise Above's Colorado Constellation Project (CCP). The CCP provides a network of youth and adults from communities across the state with the resources and capacity building support to implement substance misuse prevention efforts in a meaningful and authentic way. The position supports partners in targeted communities through local outreach, resource sharing, technical assistance and training.

### Essential Duties and Responsibilities

**Position Reports to: Executive Director**

#### Communications & Community Partner Engagement (85%)

- Supports communications roles across all positions in the organization and responsible for external adult-facing communications messaging; responsible for maintaining brand consistency across the organization
- Coordinates with staff for external communications, including monthly RAC e-newsletter, CCP bimonthly bulletin
- Serves as backup for social media posting and monitoring for RAC and LeadTheChange platforms
- Project manager for regular updates of RAC's adult-facing and youth facing websites
- In collaboration with Director of Prevention Education, identifies state and organizational resources to build community partner capacity to implement youth substance abuse prevention strategies, for example including, but not limited to:
  - Providing and connecting relevant RAC technical assistance to support coalition building with community partners in Constellation communities (15 counties)

- Collaborating with Constellation community partners to ensure that strategies to prevent youth substance misuse leverage and maximize statewide initiatives and resources
- Assessing needs to inform topics, develop content, and support facilitation of Constellation Learning Community for sharing best practices
- Provides project coordination for Rise Above's Colorado Constellation Project (CCP), including, but not limited to:
  - Scheduling and conducting regular meetings with community partner organizations
  - Scheduling and conducting regular learning community meetings for CCP Action Teams (Positive Community Norms and #LeadTheChangeCO)
  - Attending community partner coalition and other relevant community meetings to provide RAC presence and input and gather community partner input, needs, and interests
  - In collaboration with Director of Prevention Education, designing, coordinating, and facilitating annual CCP Summit, a gathering of all CCP partners, RAC team members, and other key strategic partners
- Systematically collects and synthesizes input from community partners on local experiences and needs related to youth substance abuse prevention to inform RAC and statewide substance abuse prevention
- Collaborates with RAC team members, including Youth Partners, to create and deliver technical assistance / training for community partners across RAC's various program areas
- Collects and provides data for CCP Project-related grant reporting, as needed by Director of Prevention Education
- Provides timely and relevant community partner information to RAC team to support other project areas including, but not limited to, maintaining quarterly CCP Partner Dashboard reports and weekly staff meeting updates
- Updates and maintains partnership details in RAC Salesforce database

### **Youth Engagement (5%)**

- Under leadership of Director of Prevention Education, works with Youth Partners, TAC, and community partners to inform ongoing design and implementation of RAC's youth prevention resources
- With Manager of Youth Engagement, supports creation of an ongoing framework for TAC members to contribute content to the IRiseAboveCO.org website;
- Collaborates with RAC team on the development of TAC meeting agendas and content, and attends TAC meetings as needed

### **Research and Analysis (5%)**

- Reviews literature and participates in relevant forums to stay current on research and best practice in youth substance misuse prevention and Positive Youth Development, particularly for the Colorado landscape
- Shares relevant research, data and other information to inform RAC programs and activities, including effective prevention strategies being utilized in Constellation communities

**Other (5%)**

- Applies RAC Strategic Framework goals and objectives to duties
- Represents RAC on statewide and/or community committees, programs and boards that have a clear focus on teen substance misuse prevention and PYD
- Positions RAC as statewide experts on youth substance misuse prevention and promotes RAC technical expertise, including PYD, to other youth serving organizations
- Supports overall growth, development, and success of RAC

## Ideal Qualifications

- At least 4-6 years of experience with demonstrated success in health or human services communications and youth engagement, including direct experience leading and coordinating groups and coalitions involving youth and adults
- A strong commitment to equity and inclusion — including creating/facilitating equitable and inclusive programming for young people
- Experience with and commitment to Positive Youth Development, particularly in youth leadership and youth-adult partnership context; Colorado Department of Public Health & Environment PYD Regional Trainer certification a plus
- Knowledge of primary prevention, prevention science, and youth substance misuse prevention landscape in Colorado; Certified Prevention Specialist II certification a plus (organization will support the successful candidate to complete this certification)
- Excellent project management and organizational skills to coordinate across multiple partners and projects, and balance multiple priorities
- Excellent communication, presentation, and facilitation skills, both written and oral
- Experience with branding and social media platforms a plus
- Exceptional interpersonal skills and demonstrated ability to work with people at all levels of an organization, including agency directors, program staff, and teens
- Must be able to work independently and as a collaborative team member
- A self-starter with excellent work ethic and passion to make a difference
- Periodic statewide travel expected, as is working occasional evenings and weekends; Candidate will need to provide a vehicle for work travel within three hours driving distance (mileage reimbursed)
- Position can be remote, with at least weekly office-based work required in Broomfield
  - Position is currently fully remote until COVID-19 safety protocols permit safe gathering

## Compensation

The salary range for this position is \$51,000 to \$58,000. Actual pay will be adjusted based on experience. Successful candidates are eligible for benefits on the 1<sup>st</sup> of the month following 30 days of employment. Benefits include options for medical, dental, vision, life and disability insurance, a flexible spending account for medical and child-care, and participation in a SIMPLE IRA retirement plan with employer matching. Employees also receive paid time off starting at 15 days in the first year and 10 paid holidays per year.

## To Apply

Submit a cover letter and résumé, with references, to Kent MacLennan, Executive Director ([Kent@risaboveco.org](mailto:Kent@risaboveco.org)). The position will remain open until filled, with priority consideration given to applications received by May 3, 2021.