



Strategic Initiatives Associate - Behavioral Health Part-Time

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations, and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state, and national level to develop and implement powerful programs, policies, and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

Role: Under the guidance of the Strategic Initiatives Manager, the Strategic Initiatives Associate is responsible for managing logistics and coordinating tasks for coalitions and other collaborative spaces, emphasizing behavioral health efforts that strengthen families.

Specific Duties Include:

Provide meeting coordination and support for collaborative spaces within Supporting Perinatal Substance Use Prevention, Recovery and Treatment in Colorado (SuPPoRT Colorado), the San Luis Valley Neonatal Abstinence Syndrome (NAS) Grant Consortium, Plan of Safe Care Pilot, and other Strategic Initiatives efforts as needed, including:

- Manage meeting scheduling and logistics, including the creation of virtual meeting links, creation and maintenance of calendar invitations, and support of in-meeting technology needs
- Within 24-48 hours of the meeting, document accurate meeting notes and attendance tracking, and send follow-up meeting notes to the group
- Support collection and maintenance of participants' demographic information and shared documents

- Support Strategic Initiative Manager with tracking, communication, data collection, surveys, and evaluation
- Support the Strategic Initiatives Manager with deliverable completion, including reporting
- In coordination with the Finance Team, support Strategic Initiatives family voice compensation process across multiple projects
- Aid in increasing consistency and coordination across all WGs
- Coordinate event planning and logistics for related meetings, summits, learning sessions, or other events
- Other duties as assigned

Experience, Skills, and Qualifications:

- One to three years of coordination or administrative experience, including communications support experience
- Experience working with coalitions and/or community organizing experience
- Strong attention to detail, superior task management and organizational skills
- Passion for supporting collaborative processes
- Excellent written communication skills
- Commitment to advancing social and racial equity through collective action
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) and Google Workspace
- Desirable:
 - Experience and/or knowledge related to child maltreatment prevention, Strengthening Families protective factors, and/or maternal child health
 - Experience working with a broad range of populations, particularly in a coalition capacity
 - Proficiency in using MailChimp, Apricot, Smartsheet, Alchemer, and/or similar systems
 - Fluency in Spanish

Compensation & Schedule:

This is a part-time hourly position (20-24 hours/week). Hourly rate is negotiable and commensurate with skills and experience in the range of \$22 - \$26 per hour.

This position has the potential to evolve into a full-time role.

Illuminate Colorado offers health and dental benefits as well as participation in 401K and Life Insurance benefits. This position will be eligible for benefits at a prorated amount.

In addition, Illuminate Colorado provides part-time employees paid time off benefits equating to 3 weeks of their regularly scheduled work week and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

To Apply:

Please submit a cover letter, resume, and three references via email with **“Strategic Initiatives Associate - Behavioral Health”** in the subject line to hire@illuminatecolorado.org.

Application Deadline:

April 9th, 2024, at 5pm

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.