



COLLECTIVE IMPACT OPERATIONS AND INTERNAL COMMUNICATIONS COORDINATOR

Reports To: Executive Director

Status: Full Time, benefit eligible

Salary Range: \$24.00-\$31.25/hour, non-exempt

ABOUT THE COALITION FOR NEW BRITAIN'S YOUTH

The Coalition for New Britain's Youth (Coalition) is a citywide collaborative committed to improving the lives of New Britain's youth, birth through age 24, and working to ensure they have what they need to be successful in school, career, and life. We approach challenges with community data to develop and implement strategies, align efforts, and evaluate progress. The Coalition utilizes a collective impact approach to this work and is a collective of engaged, active stakeholders who realize the importance of achieving outcomes through the dual approach of building effective systems and coordinating access to quality services.

POSITION OVERVIEW

For the Coalition to achieve its ambitious mission, a dynamic and detail-oriented operations manager is required. The Operations and Communications Coordinator will be part of a small team responsible for driving the Coalition's work forward, supporting day-to-day communications, day-to-day administration, and community engagement. The Operations and Communications Coordinator reports directly to the Coalition Executive Director and works closely with the Coalition Data Accountability Manager.

RESPONSIBILITIES

Key responsibilities include:

Leadership:

- Develop, coach, and facilitate collaboration among Coalition partners, especially among strategy group chairs;
- Empower strategy group chairs to Communicate information and decisions among Coalition partners;
- Build Coalition's identity as a respected, neutral convener among a broad spectrum of local stakeholders; and
- Use data to inform learning, ensure data is used to drive decisions in strategy groups

and strive for continuous improvement;

Supporting and Facilitating Strategy Group and Committee meetings:

- Provide direction and support to Coalition partners in aligning their work to the Coalition agenda that was adopted by the members;
- Ensure effective facilitation and support of all strategy group and committee meetings by developing skills and capacity of strategy group chairs to effectively communicate between meetings;
- Ensure work plans are moving forward in strategy groups and refer back to agreed upon plans and goals to help resolve disputes or disagreements regarding direction among strategy group and committee members;
- Provide regular reports on progress towards goals and indicators;
- Build and maintain relationships with members of strategy groups and committees, new prospects and other community partners; and
- Manage and administer all memorandums of understanding to ensure effective partnership, quality service, and meeting of Coalition outcomes.
- Ensure strategy groups have succession plans for continuity in leadership.

Communication and Project Management:

- Support the work plan development and monitoring in strategy groups and committees;
- Support the development of agendas and meeting minutes for all strategy groups and committees;
- Planning and managing logistics of, and attending, Coalition community events;
- Communicate the objectives of the Coalition to the range of stakeholders and potential partners in the community;
- Create or manage creation of periodic summary reports and presentations of Coalition's progress for internal and external audiences; and
- Update the Coalition website and administer the Coalition social media.

Fund development and management:

- Work with Executive Director to identify potential funding sources to support the Coalition's goals and priorities:
 - Assist writing grants, as needed;
 - Work with implementing agencies to provide information and data to support their grant applications; and
 - Assist with Coalition grant reporting to funders as required.

QUALIFICATIONS AND COMPETENCIES:

- A minimum of 5 years of work experience, including 1 or more years of proven community outreach and coordination experience;
- Demonstrates excellent interpersonal skills, engenders trust with leaders and community partners, promotes the Coalition mission, and exercises active listening;

- Advanced strategy, planning and problem-solving skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons, strong data acumen and ability to use data to drive decision making;
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment, and willingness to “roll up one’s sleeves” and extend beyond formal responsibilities as needed for the work;
- Strong organizational skills, paying special attention to details and processes, and able to multi-task and prioritize amongst competing interests;
- Volunteer management experience;
- Technologically savvy particularly with familiarity in the use of social media, constant contact, and Microsoft Office;
- Familiarity with current and emerging issues related to children and families in urban settings, particularly in New Britain;
- Experience with project management and grant management;
- Strong facilitation and presentation skills before multiple types of audiences;
- Strong writing ability;
- A sense of humor; and
- Strong understanding of and experience in navigating political systems.

Preferred Education/Experience

- Advanced Degree in policy, business, education or related field;
- Bi-lingual or multi-lingual;
- Training in, and understanding of, Results based Accountability (RBA) framework; and,
- Strong understanding of Collective Impact efforts.

This position description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned as deemed appropriate.

To Apply:

Submit resume and cover letter explaining how you qualify via email to Robin Lamott Sparks, Coalition for New Britain’s Youth, info@Coalition4NBYouth.org. Application review will begin January 2, 2019.

Note: YWCA New Britain is the employer of record for this position. The YWCA is an Affirmative Action/Equal Opportunity Employer. The position will be housed at the offices of the Greater New Britain Chamber of Commerce.