



### **Communications and Community Engagement Specialist**

The Athens-Hocking-Vinton 317 Board, the public funding, planning and development authority for alcohol, drug addiction and mental health services, is accepting applications for the position of **Communications and Community Engagement Specialist** who will serve as the lead staff person for all external communications and community building activities.

#### **Essential Job Functions:**

- Plan, develop and implement public information to promote behavioral health awareness, access, education and stigma reduction across various platforms: press release, website, brochures, newsletter, annual report, social media, smart phone applications and other communication methods
- Facilitate Board coalition initiatives and represent Board in external community coalitions and activities that promote behavioral health.
- Plan, direct and implement local levy campaigns
- Facilitate special projects and trainings, promote recovery supports and assist with community need assessments and grant writing related to Board's mission and goals.
- Serve as Board's Client Rights Officer

#### **Knowledge, Skills & Abilities:**

- Proficient public speaking skills, experience in message development and delivery, technical writing, and knowledge of various communication strategies
- Demonstrated knowledge of community engagement and outreach activities
- Excellent interpersonal communication, writing, organizational and customer service skills

#### **Minimum Qualifications:**

- Bachelor's level degree in the area of communications, marketing, public policy or related field AND at least three years of demonstrated experience in performing similar duties, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position.

#### **Preferred Qualifications:**

- Master's degree in the area of communications, marketing, public health, or public policy; Three years of demonstrated experience in performing similar duties in a public, non-profit, or community health setting.

**In addition to the Essential Job Functions and Knowledge, Skills, and Abilities identified, the following competencies are considered during the hiring process and are integral to the position:**

**Teamwork:** Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives.

**Project Management:** Facilitate meetings with key leaders and collaborate with project teams to ensure timely decision-making and effective communication between project stakeholders at all levels. Ability to create, prioritize, manage and document assigned projects.



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**Conflict Management:** Uses appropriate interpersonal styles and techniques to reduce tension between two or more people. Able to identify common interests and facilitates resolutions. Steps up to conflicts and sees them as opportunities. Finds common ground and achieves cooperation without disruption to workflows or interpersonal relationships.

**Cultural Competence:** Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.

**Communication:** Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.

**Collaboration:** Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages win-win alternatives.

**Influence:** Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements; Seeks to persuade rather than force solutions or impose decisions or regulations; and recognizes personal autonomy of others.

**Dependability and Reliability:** Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

**Annual Salary Range:** \$45-55,000, with excellent benefits

**Submission Date:** *Must be received or postmarked no later than December 28, 2020*

**Applicants:** Submit all documents to be considered eligible to [hr@ahv317.co.athens.oh.us](mailto:hr@ahv317.co.athens.oh.us)

1. Cover letter
2. Resume
3. Contact information for two supervisory references
4. Three writing/design samples that demonstrate competency in Essential Job Functions