



BeWellPBC Position Description

Title: Project Coordinator
Full Time Non-Exempt

Reporting Relationships: Executive Director (BeWellPBC)

Context

With support from the Celia Lipton Farris & Victor W. Farris Foundation, Southeast Florida Behavioral Health Network conducted a county-wide behavioral health needs assessment which resulted in a strategic plan to address the gaps and opportunities within Palm Beach County's behavioral health system. Local funders with a specific interest in behavioral health came together to organize the plan into action. In partnership with seven other funders, Palm Health Foundation hosted two community summits, where individuals with lived experience in behavioral health, natural community supports like faith-based organizations and service providers, system partners, and elected officials provided input on how to move the work forward under the umbrella of BeWellPBC. This collective impact initiative launched in February 2019 with a Stewardship Council functioning as governing body, an Executive Director providing operational oversight, and Palm Health Foundation serving as the backbone organization.

About BeWellPBC

To transform behavioral health in Palm Beach County, BeWellPBC is working to create a community culture in which every person in Palm Beach County feels hopeful, supported, connected and empowered. To do this, individuals across all sectors will be engaged in the ongoing design and implementation including those with lived experience, caregivers and natural community supports. The effort will take a two-pronged, interconnected approach with an initial focus on youth and families in Palm Beach County. First, BeWellPBC will require an interagency approach for increased and improved coordination and alignment of behavioral health services. And second, a movement building approach will be developed to shift mental models, build supportive and empathic relationships, and challenge power dynamics. The combination of both will be mutually reinforcing, and will require a structure to leverage existing resources and efforts while providing a platform for growing support that benefits both the coordination and movement.

About the Position

The Project Coordinator will provide day-to-day support and facilitation of BeWellPBC activities, community engagement, communications and evaluation. The Project Coordinator will be employed by, and receive supervision and support from the Executive Director and the backbone organization and will be accountable to BeWellPBC's Stewardship Council.

Key areas of responsibility:

Community Engagement and Outreach: Serve as public ambassador for BeWellPBC and interface with community members across Palm Beach County. Cultivate and sustain relationships for the initiative and maintain a meaningful presence in the community. Support participation of new community groups through partnership and collaboration. Attend local events and meetings to represent and promote the initiative. Organize and facilitate meetings/tasks/efforts incorporating community members as a priority. Work with BeWellPBC Launch Team to determine and implement practices around outreach and messaging.

Communications: Create, implement and manage a communication plan for transparency among stakeholders including the Stewardship Council, the action teams and the broader engaged community. Develop collateral for marketing and branding purposes. Design and deliver monthly correspondence and manage social media and website presence. Spotlight stories and successes of the initiative.

Mobilization of Resources: Establish and maintain relationships to increase support for the effort. Assist with connecting individuals and groups in order to build networks across Palm Beach County. Seek resources and create collaborative opportunities to propel BeWellPBC's work (e.g. human resources, organizational resources, in-kind resources). Work with BeWellPBC Community Solutions Team to identify and support grassroots opportunities available in Palm Beach County.

Learning and Evaluation: Assist in the establishment of shared measurement. Provide facilitation and tracking of the learning and evaluation process and plan in relationship to BeWellPBC's goals and performance measures. Work with existing efforts to show county-wide impact.

Core Competencies and Characteristics

- Strong communication skills (verbal and written)
- Facilitation, coordination, community outreach and organizational skills
- Understanding of local, neighborhood and community contexts and cultures
- Ability to build and maintain community relationships
- Ability to work with diverse stakeholder groups and in various settings
- Ability to work in a flexible, creative work environment
- Clear passion for behavioral health
- Resourceful
- Dedicated with a "Can-Do" attitude
- Results driven to achieve short and long-term high impact goals
- Function and operate as a team player, showing dignity and respect for all
- Understanding of equity/equitable practices

Qualifications

- Bachelors degree required
- Commitment to the vision and approach central to BeWellPBC's efforts
- Demonstrated commitment and passion to behavioral health
- Ability to work flexible hours including evenings and weekends
- Strong data acumen and computer skills, including experience using Microsoft Office products (Word, Excel, and PowerPoint) and social media/website/marketing design platforms
- Florida Driver's License, automobile and auto insurance

A competitive salary and excellent benefits package are available for BeWellPBC's Project Coordinator.

Please send a cover letter and resume by 4:00PM Tuesday June 25, 2019:

Lauren Zuchman, Executive Director

BeWellPBC

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