



**THE HUB PROGRAM COORDINATOR**

<b>REPORTS TO:</b>	HUB Program Director
<b>DEPARTMENT:</b>	The HUB
<b>STATUS:</b>	Full-Time
<b>SALARY RANGE:</b>	\$45,000-\$55,000 Per Year

**ABOUT RYASAP:**

Established in 1985 and serving the greater Bridgeport region, RYASAP (Regional Youth Adult Social Action Partnership) works to ensure the safe and healthy development of youth, young adults, and families by actively engaging organizations, public officials, and community leaders around issues that matter most to the community. By creating a “neutral table,” community members bring energy and focus, allowing candid conversations to emerge and the catalyst for change to begin. RYASAP’s work tackles the tough issues that teens, their families, and their communities face: community violence prevention, gambling/substance misuse education, juvenile justice reform, mediation, personal safety, suicide prevention, teen relationships, urban education reform, and youth leadership. RYASAP’s work has created statewide “best practice” models for other programs and communities’ adoption.

**PRIMARY OBJECTIVE:**

The Hub is a Regional Behavioral Health Action Organization (RBHAO), working as a strategic partner and resource for communities. The program serves as a liaison between each region and the State, while coordinating initiatives related to mental health, suicide, substance misuse, and problem gambling. The Program Coordinator provides regional and statewide leadership in addressing the issues of behavioral health within CT State Region 1 for ages 0 to end of life through the lens of prevention, treatment and recovery.

**COMPETENCIES:**

**Community Outreach, Advocacy, and Education**

1. Ability to work collaboratively within and outside of the organization
2. Ability to build and maintain relationships with community stakeholders, communicate mission and strategy persuasively and effectively communicate the Hub’s initiatives and program goals

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3. Ability to deliver designated activities with fidelity with knowledge of the the impact of on the state of Connecticut with a commitment to the program design
4. Ability to present/train on the Hub's initiatives in relation to the opioid crisis, suicide prevention, Alcohol, Tobacco, and Other Drugs (ATOD),and gambling prevention
5. Ability to build and maintain relationships with those with similar and opposite opinions and to build agreement among diverse stakeholders, both internally and externally.
6. Ability to capture and translate accurate data related to performance management for analysis, continuous learning, and improvement.
- 7.

**RESPONSIBILITIES:**

**Data Management/Reporting (50%)**

- A. Work with a team of prevention specialists to meet grant requirements within State of CT DMHAS Region 1
- B. Tracks data /demographics from events to input into Salesforce/Impact.
- C. Develop relevant materials with current information for distribution

**Coordination and Engagement (50%)**

- A. Provide training and ongoing support to local and regional coalitions, community stakeholders and general public
- B. Data collection, analysis, and development of surveys, reports, focus groups
- C. Plan and coordinate awareness, advocacy and program efforts related to regional priorities and collaborate with regional initiatives as they arise
- D. Virtual and in person meeting/training preparation, presentation and facilitation
- E. Represent RYASAP at state, regional, and local stakeholders meetings
- F. Provide training, support and evaluation of local mini grants
- G. Manage public events calendar and public support groups calendar to ensure it is updated and accurate
- D. Oversees/leads related initiatives, councils, and task forces

**EXPERIENCE:**

- 1-2 year of related experience
- Excellent written and verbal communication skills
- Excellent critical thinking and conflict management skills
- Experience conducting presentations
- Previous experience using Microsoft Office, Zoom, virtual calendars, and Salesforce/other data collecting software preferred

**EDUCATION:**

- Bachelor's Degree in Human Services, Public Health, Psychology, Social Work or related field

**PERSONAL ATTRIBUTES:**

- A team player with a strong work ethic

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- A self starter who is adaptable and open-minded
- Has a positive attitude and be great at motivating others
- Always willing to learn and demonstrate flexibility

**BENEFITS:**

The benefit package includes healthcare, dental, retirement, life and short-term disability insurance as well as PTO.

**EQUAL OPPORTUNITY EMPLOYER:**

RYASAP is an equal opportunity employer. All employees will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

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