



Community Wellbeing Specialist

Position title: Community Wellbeing Specialist
Reports To: Director of Community, Innovation, & Advocacy
Date: April 25, 2022

ORGANIZATION DESCRIPTION: The Wellbeing Partners (TWP) builds wellbeing into the way communities grow and do business. Our membership is made up of corporations, community partners, and individuals who want to see all people and places thrive. For more information on TWP, please visit: <https://thewellbeingpartners.org/>

POSITION SUMMARY: The Community Wellbeing Specialist contributes to the fulfillment of The Wellbeing Partners' (TWP) mission and vision by assuring that TWP community collaborators/stakeholders are connected through consistent communication and implementation and promotion of TWP programs, events, and training sessions.

RESPONSIBILITIES:

- Lead implementation of community wellbeing programs, employing community organizing strategies to meet program objectives (ie: Mental Health Stigma Reduction, etc.)
 - Engage community members, community organizations, and other groups within TWP efforts (such as the region's shared plan to prioritize mental health, the WhatMakesUs campaign, and a barbershop/salon mental health first aid pilot)
 - Collaborate to create, implement, and launch the a mental health listening bench project
 - Conduct an environmental scan of current mental wellbeing initiatives across the region
- Plan, prepare, and facilitate engaging TWP community wellbeing meetings, work groups, activities, and special events
- Share community wellbeing expertise with TWP members and partners
- Write and deliver program highlights for external communication channels, including presentations and speaking engagements
- Collaborate to ensure relevant community wellbeing updates are made to TWP materials, resource library, website, and files
- Support grant narrative, work plan, and program planning, as needed, to complete relevant funder applications and reports
- Assess and report on program data, successes, and strategies; track measurable objectives/goals
- Contribute to, and shape the long-term, overall strategy of community wellbeing
- Participate in relevant trainings and/or continued education for professional development
- Support our three annual signature events: Trek Up the Tower, the Ignite Awards, and the Xchange Summit
- Serve as a positive TWP ambassador and lead by example
- Provide continuous performance improvement insights to TWP
- Other duties as assigned

QUALIFICATIONS: Bachelor's degree or at least three years of experience/training/education in community collaboration, community organizing, improving the health and wellbeing of populations, facilitation of groups, project management, or related subjects.

Required Knowledge, Skills, and Abilities

- Passion for reducing stigma of mental health and connecting people to resources
- Ability to communicate and collaborate with community partners, business owners, and neighborhood groups
- Demonstrate the philosophy and values of the organization
- Demonstrate strong organizational and time management skills
- Attention to detail and accuracy
- Excellent written and verbal communications skills
- Ability to follow oral and written instructions
- Ability to work well alone and as part of a team
- Proactive work ethic, self-directed
- Must respect and maintain confidentiality
- Commitment to the equity and inclusion of the Black, Indigenous, and people of color (BIPOC) communities and other historically marginalized communities
- Proficiency in computer and technical skills using data management and office software products, including Microsoft Suite, Google Drive, and Zoom

WORKING CONDITIONS: Normal office environment with hybrid meetings, virtually and in-person. Routine periods of sitting, walking and standing required. Frequent travel throughout the Greater Omaha area. Nonsmoker.

DISCLOSURE STATEMENT: The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

HOURS/PAY: Working hours are normally within the 8am-5 pm Monday through Friday, 40 hours/wk. Work outside the normal business hours for special events is required.
\$50,000.00 - \$60,000.00/yr.

EMPLOYEE BENEFITS INCLUDE: Employee benefits offered include: Medical insurance, dental insurance, vision insurance, 401k, short-term disability insurance, long-term disability insurance, group term life insurance, family and medical leave, bereavement leave, civic leave, military leave, COVID-19 PTO policy, wellness incentive, technology reimbursement, PTO accrual system, holiday pay, birthday floating holiday, half day summer hours on Fridays and paid winter break December 24-December 31.

NONDISCRIMINATION STATEMENT: Employees are hired solely based on TWP personnel requirements and the qualifications of each individual candidate. It is the continuing policy of TWP to provide equal opportunity employment to all employees and applicants, without regard to race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, sexual orientation, gender expression, and gender identity and any other protected categories.

APPLICATION GUIDELINES: Submit a resume and cover letter to SheenaH@thewellbeingpartners.org with your first and last name in the subject line through May 13, 2022. Position will remain open until filled.

