

## Social Emotional Health (SEH) Community Engagement Coordinator

### About Norwalk ACTS

Norwalk ACTS is a non-profit, cross-sector, cradle to career partnership of over 200 civic leaders, educators, organizations, and individuals who want Norwalk to be a connected and equitable community where every child thrives academically, physically, and socially-emotionally from cradle to career. Our mission is to collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.

### Position Summary

The SEH Community Engagement Coordinator will play an integral part in building bridges and cultivating partnerships with parents, families, and leaders in Norwalk communities. We believe that goals and outcomes towards system transformation that are created *with* the community instead of *for* the community are much more likely to meet the needs of young people and their families. The *SEH Community Engagement Coordinator* will assist with development of Norwalk ACTS' community outreach and engagement plan specifically aligned with the SEH Initiative Plan Goals and Objectives. Also, they will work with a diverse array of community members and stakeholders to support the SEH Action Plan. Together, the backbone staff will work with cross-sector partners to enable exceptional results across multiple initiatives.

### Reports to Manager of Community Engagement

### Essential Duties and Responsibilities

- Community wide engagement and outreach of Norwalk parents and organizations
  - Work with Norwalk ACTS staff and the SEH Initiative members to create strategies and goals to engage community members and to strengthen collaboration and alignment among schools, youth-serving organizations, community based-providers, and Norwalk community to increase quality relationship and connections for Norwalk children and youth.
  - Collaborate and develop relationships with community stakeholders including leaders from Norwalk Public Schools, community-based organizations and faith-based organizations in supporting the SEH Initiative
  - Help support and solicit input from community members at all levels, to ensure that equity is established as an overall mindset and focus of our work
  - Help establish a mindset of continuous improvement and accountability

- Recruit SEH Community Advocates to focus on SEH goals including the following:
  - Increase community wide mental health literacy through prevention and wellness initiatives
  - Build and reinforce skills to improve relationships by sharing trainings available to the Norwalk community
  - Increase access and opportunities for youth connections, programming and pro-social activities

### **Essential competencies and qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Relationship oriented individual who has exceptional communication skills and ability to connect with diverse partners and who can easily see how people, ideas, and actions are intertwined with each other.
- Knowledge of processes, tools and techniques for engaging communities to solicit input and build community leadership capacity.
- Strong facilitation skills.
- Knowledge of education and social service systems and the support they provide for students and families.
- Knowledge of the Norwalk community and context.
- Strong track record of developing and maintaining effective working relationships with racially and economically diverse stakeholders
- Capable of making presentations to diverse audiences.
- Proficient in Microsoft office and G-suite.
- Legally able to work in the United States and provide information to complete the I-9 form. Candidates must complete a background checks

Ability to:

- Work independently to organize, set priorities, and coordinate activities among many stakeholders.
- Communicate effectively verbally and in writing, bilingual skills preferred.
- Manage conflict, mediate, and maintain effective working relationships with youth, parents and community partners.
- Function well in a fast-paced work environment where teamwork is essential.

**Physical Requirements**

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations.

**Benefits**

This is a part-time hourly position at 10 hours a week. This position is not eligible for employee benefits other than prorated sick leave. Flexible schedule, including work from home options. Opportunities for travel and professional development. Warm, supportive, and nurturing workplace culture!

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