



Keep the Promise Coalition Job Description

Position: Administrative Coordinator – Part time

Site: Keep the Promise Coalition, 31 DeJohn Drive, Middletown CT 06457

Overview: Keep The Promise Coalition (KTP) is a statewide, grassroots mental health advocacy coalition that works to assure that Connecticut provides a comprehensive range of housing, mental health supports and services that people across the lifespan need to maintain recovery in their mental health, and play an active role in their community. In order to accomplish this goal, advocacy is required on all levels of government, and KTP is committed to doing all that it can to assure that the voices of people with lived experience are heard when decisions are being made about their lives.

Keep The Promise Coalition engages Advancing Connecticut Together (ACT) as fiduciary. KTP staff are employees of ACT.

The Administrative Coordinator is responsible for maintaining KTP's communications and administrative functions. This includes writing and sending newsletters to KTP's members and maintaining an active presence of KTP's social media accounts. Other responsibilities will include planning certain KTP events and announcing them via email and social media, and keeping an accurate record of other administrative functions.

Duties: Functions include:

- Maintaining KTP's mailing list, including writing and sending newsletters in consultation with the Executive Director
- Maintaining KTP's social media presence, including Twitter and Facebook
- Planning and executing events and activities, including quarterly community conversations regarding KTP/Community priorities, annual Winter Holiday Card Contest, annual Awards Ceremony, events related to KTP legislative priorities, etc.
- Scheduling, coordinating, and maintaining calendar of KTP legislative advocacy trainings
- Maintaining up to date records of KTP administrative functions, such as Coalition bylaws and membership attendance, votes, meeting recordings and meeting summaries
- Assist with administrative duties e.g. mail, phone, computer, hard copy files, mailing lists, upkeep and purchase of various supplies and submission of payment request forms to accounts payable.
- Upkeep of KTP's resource list and PowerPoints for trainings in consultation with the Executive Director.

KEEP THE PROMISE COALITION

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- Supporting members in legislative advocacy efforts including organizing legislative advocacy days and signing up members to testify at public hearings
- Additional duties as required, including providing support for other related activities including advocacy issues and special events as needed

Requirements:

- Project coordination skills
- Good interpersonal skills
- Good writing skills
- Good computer skills – Internet, Microsoft Office Suite, Google Suite
- Ability to work independently and manage multiple priorities
- Ability to work with diverse groups of people
- Some remote work, some in person - will require some travel (less than 10% of time)
- Website and newsletter upkeep knowledge a plus
- Fluency in Spanish a plus
- Lived experience a plus
- RSS or IPS trained a plus
- Knowledge of mental health system a plus
- Proficiency/fluency in social media platforms including Facebook, Instagram, Twitter, etc.

Schedule: Part-time: 20 hours per week, flexible schedule as needed, may include evenings and weekends.

Wage Range: \$18 hourly

Reporting: Executive Director, KTP Fiduciary at Advancing Connecticut Together (ACT)

Contact: Jordan Fairchild, Executive Director, jfairchild_KTP@cahs.org

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