



# ADVOCACY UNLIMITED, INC.

## Community Coordinator | Toivo

**POSITION DESCRIPTION:** Advocacy Unlimited offers education, advocacy, and support in the areas of mental health, addiction, and trauma. Our peer-led holistic approach encourages individual growth, protects human rights, and informs systems transformation. We use our direct lived experience to inform our approach.

Toivo is an initiative operated by Advocacy Unlimited. Toivo is a peer-run center for holistic healing and stress management. It is a place where people come to heal, experience relaxation, and find community. Toivo's mission is to provide the tools and support so individuals can access their innate healing capacity.

The role of Toivo Community Coordinator is to organize, schedule, and oversee statewide community classes at DMHAS sites, according to our contractual deliverables. The Community Coordinator ensures and maintains a communication with contractors and sites, and will contribute to 5 community classes per month.

**PART-TIME:** 20-29 part-time scheduled hours per week, not to exceed 29 hours, \$20 per hour, and 180 day introductory period with performance evaluation at the conclusion of this period.

**REPORTS TO:** Toivo Program Manager

### ESSENTIAL JOB DUTIES:

- Coordinate community classes within all 5 DMHAS regions to fulfill the contractual obligation of 260 classes per year.
- Act as the point of contact within Toivo to coordinate Community Classes at DMHAS sites.
- Facilitate a minimum 5 community classes per month.
- Create, sustain, and expand a growing list of independent contractors who represent Toivo in the community.
- Maintain a current, and up-to-date, facilitator list including contact information.
- Participate in the onboarding new contractors through the orientation process with Toivo Program Manager.
- Maintain the Community Class Deliverables document, with tracking information such as date, location, and # of participants per class.
- Maintain a Monthly Offerings document, detailing site commitments and site contacts.
- Oversee community class budget and maintain a monthly Cost Calendar for tracking budget.
- Collect and approve monthly contractor invoices.
- Update and maintain the list of community sites Toivo serves, and work with these sites to get participant feedback.
- Advertise Toivo's community classes.
- Create posters for sites with specific offering information.
- Coordinate Annual Contractor Appreciation event with Toivo Program Manager.
- Facilitate mind-body practices at Toivo as needed.
- Cover offerings at the Toivo Center as needed.
- Attend Toivo team meetings and staff trainings.
- Other duties as assigned.

### EDUCATION & EXPERIENCE:

Bachelor's degree in related field of mental health, addiction, or holistic health, or 3+ years of equivalent experience.

Bilingual, Spanish speaking preferred.

Personal experience overcoming struggles in life surrounding mental health, addiction, and trauma.

Certified in a mind-body practice, including Yoga, Qigong, Emotional Freedom Technique, Art Therapy or other modality.

Experience with program development and evaluation.

Recovery-oriented, inclusive, and leads by example.

High Proficiency in Microsoft Office 365.

Excellent communication skills, both written and verbal.

Ability to work independently and management multiple projects.

Flexible and open to experience.

Must have clean driving record, up to date motor vehicle insurance and current driver's license.

Must have access to a reliable and clean vehicle for statewide travel.

**APPLICATION DEADLINE:** Email resume and a cover letter to Human Resources, [HR@AdvocacyUnlimited.org](mailto:HR@AdvocacyUnlimited.org), by October 27<sup>th</sup>, 2023. All questions can be directed to Human Resources.