



BeWellPBC Position Description

Title: Manager of Community Development and Action
Full Time Non-Exempt

Reporting Relationships: Executive Director (BeWellPBC)

About BeWellPBC

Launched in 2019, BeWellPBC is the Palm Beach County-wide initiative striving to transform behavioral health and wellness for all residents. The initiative vision is to create a community culture in which every person in Palm Beach County feels hopeful, supported, connected and empowered. To do this, individuals across all sectors are engaged in the ongoing design and implementation, including lived experts (residents with lived experience, caregivers, neighborhood influencers, clergy, and other natural community supports) and learned experts (behavioral health professionals, system leaders, elected officials).

BeWellPBC focuses on 3 areas of impact: 1) stewardship coordination and alignment, 2) community solutions, and 3) the workforce pipeline. Though initially focused on youth and families, the initiative has expanded to include all neighbors across Palm Beach County. Utilizing population health and equity lens, BeWellPBC takes a 2-pronged approach, leveraging existing resources and efforts to improve the system of care while also providing a platform for growing support and partnership for community-wide health and wellness. The combination of both is mutually reinforcing and supports BeWellPBC to build a movement that shifts mental models, builds supportive and empathic relationships, and challenges power dynamics and the status quo.

BeWellPBC is supported by a Stewardship Council (made up of lived and learned experts) functioning as governing body, action teams who develop and implement activities and efforts, an Executive Director providing operational oversight, a small staff and remarkable base of community partners, and Palm Health Foundation serving as the backbone organization.

About the Position

Manager of Community Development and Action will provide day-to-day support, facilitation, and oversight of BeWellPBC activities related to community engagement, leadership and capacity-building, connections, expanding the ambassador team, communications, and evaluation. The Manager will ensure the quality of all efforts that are executed and foster a culture that reflects BeWellPBC's values. The Manager will be employed by and receive supervision and support from the Executive Director and the backbone organization and will be accountable to BeWellPBC's Stewardship Council.

Key areas of responsibility:

Community Partnership and Relationship Development, Building and Management:

- Oversee the development, planning, and management of BeWellPBC's community engagement efforts.
- Build on and maintain an ambassador team for BeWellPBC and behavioral health and wellness resources.
- Interface with the community across Palm Beach County with a meaningful presence.
- Provide leadership to BeWellPBC team members, ambassadors, and creative partners to co-design and implement practices around outreach and messaging.
- Expand reach by seeking, cultivating, and maintaining relationships with partner organizations and resident leaders.
- Nurture open and effective communication with all community partners.
- Attend local events and meetings to represent and promote the initiative.
- Organize and facilitate gatherings/tasks/efforts incorporating community members as a priority.

Mobilization of Resources/Sustainability:

- Assist with connecting individuals and groups to build networks across Palm Beach County.
- Seek resources and create collaborative opportunities to propel BeWellPBC's work.
- Work with BeWellPBC action teams to identify and support grassroots opportunities available in the county.
- Support members to prepare, organize and lead community efforts; collect, analyze and report data and takeaways; and make strategic decisions to align with BeWellPBC's mission.
- Strategically align community efforts with partners across the county for sustainability.
- Explore implementation challenges and develop comprehensive solutions to address them.

Communications:

- Create, implement and manage a communication plan for transparency among stakeholders.
- Develop collateral for marketing and branding purposes.
- Design and deliver regular correspondence and build communications platform presence.
- Spotlight stories and successes of the initiative.
- Clearly define and raise awareness of BeWellPBC's mission on all communication platforms.
- Work with a BeWellPBC communication core team to ensure a shared strategy to cross market efforts.
- Streamline communications to provide the end-user with an amazing experience.

Learning and Evaluation Management:

- Monitor, build, and expand strategic endeavors.
- Establish an effective data collection process across community efforts to show BeWellPBC's impact.
- Provide facilitation and tracking of the learning and evaluation process and plan in relationship to BeWellPBC's goals and performance measures.
- Analyze and interpret data that is collected to provide insight on strategic decisions.
- Provide reporting that evaluates current efforts and provides direction for future efforts.
- Identify key gaps in initiative work that need to be addressed based on data analysis.

Manager of Community Development and Action will perform all other duties as needed/assigned by the Executive Director.

Core Competencies and Characteristics

- Strong communication (verbal and written) and interpersonal skills
- Facilitation, coordination, community outreach, leadership and organizational skills
- Understanding of local, neighborhood and community contexts and cultures
- Ability to build and maintain community relationships
- Ability to work with diverse stakeholder groups and in various settings
- Ability to work in a flexible, creative work environment
- Ability to manage multiple projects and people simultaneously
- Clear passion for behavioral health
- Resourceful and dedicated with a "Can-Do" attitude
- Results driven to achieve short and long-term high impact goals
- Function and operate as a team player, showing dignity and respect for all
- Understanding of equity/equitable practices

Qualifications

- Palm Beach County resident encouraged
- A minimum of 3 years community engagement experience
- A minimum of 2 years management experience
- Bachelors degree required, Masters preferred
- Bilingual Preferred
- Commitment to the vision and approach central to BeWellPBC's efforts
- Demonstrated commitment and passion to behavioral health
- Ability to work flexible hours including evenings and weekends
- Strong data acumen and computer skills, including experience using Microsoft Office products (Word, Excel, and PowerPoint) and social media/website/marketing design platforms
- Florida Driver's License, automobile and auto insurance