



## **Job Posting**

**January 2, 2024**

**Job Title: ONE BIG THING – ACTION TEAM FACILITATOR**

**.5 FTE – 5 Healthy Towns Foundation – this is a grant funded 18-month assignment.**

**Non-Exempt employee**

**Tentative Start Date: February 15, 2024**

**Review Date: 7/2024**

**Position Summary:** The One Big Thing Action Team Facilitator serves as the community coalition facilitator for (3) Action Teams as directed by One Big Thing, whose mission is to promote opportunities for connections, optimism, resilience, and engagement and address mental health crisis in the 5 Healthy Towns Foundation region. Under the direction of the 5HF Community Resource Coordinator, the Action Team Facilitator will coordinate the coalitions in implementation of evidenced-based programming, policies and strategies that target social determinants of health related to social isolation, barriers to accessing resources, and alcohol and other substance use. The ideal candidate possesses strong intercultural skills and uses empathy and objectivity to engage with a wide audience, including health care professionals, volunteers, non-profit leaders, school district staff, faith-based and business community members, and those with lived experience.

**Qualifications:**

- The Action Team Facilitator will have a minimum of a bachelor's degree, master's preferred, with concentration in public health, social work, education, psychology and /or community planning and outreach.
- Training and experience in mental health programming is preferred but not required.
- Strong experience with virtual meeting management and Microsoft Office products including Word, Excel, Outlook, and PowerPoint required.
- Excellent time management, project management, and organizational skills.
- Enthusiasm and ability to work independently and with diverse teams.
- Able to attend occasional weekend and/or evening meetings.

**Essential Functions and Responsibilities:**

- 1) Organizes, plans, and facilitates the chart of work of OBT Actions Teams, including but not limited to, monthly Action Team meetings, community events and other related OBT activities, in coordination with the assigned co-leaders.
- 2) Attends all required and related meetings, including but not limited to One Big Thing meetings including 5HF staff meetings, Stewardship Council quarterly meetings, Core Team meetings, all Action Team monthly meetings, appropriate community organization meetings.
- 3) Facilitates relationship-building with key community stakeholders to raise awareness of and increase participation in the Action Team process.
- 4) Demonstrates exceptional organizational skills to manage multiple tasks and project deadlines, including expertise in the use of facilitation tools to run online, offline and hybrid workshops.
- 5) Uses data-driven decisions to guide Action Team decision making, including regular updates to the Logic Model.
- 6) Maintains organized and accessible Action Team documents including meeting agendas, minutes, summaries, data reports.
- 7) Maintains good rapport and cooperative relationships with stakeholders. Is flexible and helps to identify problems, offer solutions, and participate in their resolution.
- 8) Facilitates inclusion and participation by demonstrating excellent group process skills.
- 9) Other assignments defined by Action Teams and 5HF staff.

**Work Environment:**

- This position will work on-site in Chelsea, Michigan and in the community up to 20 hours per week.
- May be required to lift and transport materials to meetings.
- Reliable transportation required.

**Application Deadline:** January 15, 2024 (or until filled). Please email resume, cover letter and two references to Lori Kintz at 5 Healthy Towns Foundation; [Lori@5healthytowns.org](mailto:Lori@5healthytowns.org).

**About 5 Healthy Towns Foundation:** 5 Healthy Towns Foundation (5HF) is a tax-exempt, private foundation governed by a volunteer board of directors representing populations included in the school districts of Chelsea, Dexter, Grass Lake, Manchester, and Stockbridge, generally referred to as the 5HF service area. The mission of the 5HF is to cultivate improvements in personal and community wellness. [www.5healthytowns.org](http://www.5healthytowns.org)

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