

**New Hanover County Resiliency Task Force Director**

**JOB DESCRIPTION**

<p><b>Position Title:</b> Resiliency Task Force Director</p>	<p><b>Status</b> Full Time / Exempt Salaried</p>
<p><b>Reports to:</b> Communities In Schools of Cape Fear, Executive Director (Fiscal Agent for the Resiliency Task Force)  RTF Steering Committee</p>	
<p><b><u>Position Overview:</u></b></p> <p>The Director of the New Hanover Resiliency Task Force will lead this organization in living out its mission statement: “To build our community’s resiliency, we work to reduce and prevent ACEs (trauma), respond to existing trauma in children, adults and providers with knowledge, empathy, and compassion, and create opportunities for our community to form meaningful connections with one another.”</p> <p>The successful candidate will advance the Task Force’s work to create trauma-informed cultures in schools, businesses, courts and all segments of society, and will ensure that toxic stress is understood to be the public health threat it is. This person will exhibit leadership and convening skills and have the ability to gain consensus across multiple groups around the implementation of a community-wide resiliency strategy. Through this process, the RTF will address the impact of adverse childhood events and identify strategies, programs and practices that will result in New Hanover County becoming a resiliency-informed, family-focused community, with the goals of measurably improving early childhood, academic, health, justice and social outcomes for children and families.</p> <p><b><u>Specific Responsibilities:</u></b></p> <p><b><u>Facilitate Conversations and Create Connections</u></b></p> <ul style="list-style-type: none"> <li>• Create culture of inclusivity within Task Force.</li> <li>• Recruit new members and organizations.</li> <li>• Create Plans for outreach to under-represented sectors/systems in RTF.</li> <li>• Create onboarding plan/practices for new RTF members.</li> <li>• Ensure organizations are encouraged to undergo resilience education/training.</li> <li>• Find ways to keep members actively engaged.</li> <li>• Conduct General RTF Meetings once a month – Plan meetings to engage the community, providing opportunity for community connections, education about trauma-informed organizations &amp; systems, lift up leaders, as well as to solicit everyone’s voice as much as possible.</li> <li>• Facilitate 8 subcommittee meetings once per month. (0-8, 4<sup>th</sup> Grade to 12<sup>th</sup> Grade, Arts, Data, Equity &amp; Inclusion, Family/Faith/Community, First Responders &amp; Justice, Healthcare.) Participate as able in projects that subcommittees initiate, helping to bring them to fruition and rallying group members to execute projects.</li> </ul>	

- Send meeting reminders and agendas to members ahead of meetings, and minutes following the meetings.
- Identify opportunities for collaboration within and across systems and look for opportunities to connect individuals and organizations to break down silos.
- Maintain accurate distribution/contact lists for Task Force and subcommittees.
- Send monthly RTF newsletter to membership, and other communication between meetings as necessary. (limiting emails to 2-3 per month max. if possible).

#### Strategic Planning

- Together with Task Force Members and Steering Committee, engage in strategic planning, guided by data, needs assessments, and community input.
- Plan and execute Steering Committee Retreat once a year to connect members, have opportunities for deep dialog and decision-making.

#### Serve as voice of RTF

- Provide presentations to organizations looking to learn about RTF.
- Speak on behalf of RTF at public information sessions at meetings such as NHC School Board, City Council, County Commissioner Meetings, etc.
- Write Letters to the Editor/OP-Ed pieces as appropriate.
- Serve as representative for NH RTF on state-wide initiatives.
- Serve as liaison between New Hanover Disaster Coalition and National Center for Disaster Preparedness (through end of grant).

#### Engage with Public Policy Initiatives

- NHRTF is a Community Action Network with NC Child. Serve as liaison for these efforts, and ensure we are meeting our agreement with NC Child MOU.

#### Implement and Update Action Plan

- Encourage implementation of Action Plan by RTF Partners.
- Recruit organizations to sign on to Action Plan and keep accurate records of signers.
- With input from members of the Task Force, update Action Plan and Action Plan Resources as necessary.
- Prepare for ACEs Connection Milestone Tracker implementation.
- Ensure partner organizations enter their implementation data onto Milestone Tracker (beginning July 2021).

#### Supervise Movie Screening and Training Coordinator

- Provide support to ensure model fidelity of training, keep trainings visible and in multiple systems across community.

#### Stay Informed

- Read current articles and studies on resilience and trauma-informed communities to learn about best-practices.
- Serve on state-wide collaborative committees to share and learn from others.
- Attend conferences and learning opportunities as appropriate to increase knowledge and connections.
- Serve as liaison with NC Trauma-Informed Communities Initiative – publicize workshops, surveys, needs assessment results sharing and prioritization with Steering Committee.

- Attend community meetings hosted by other organizations to ensure RTF presence is felt by other community organizations working to reduce ACEs (Adverse Childhood Experiences AND Adverse Community Environments).
- Participate in relevant professional development.

Manage Social Media

- Post articles and events on Facebook RTF and CLEAR pages and monitor comments/questions and feedback.
- Maintain Website – updating as necessary and keeping calendar current with meeting times, trainings, other opportunities.

- Perform other duties necessary for the successful operation of the RTF as assigned.

**Necessary Skills:**

- Demonstrated passion and commitment to students, families and the community
- Excellent verbal and written communication skills
- Public speaking and presentation skills
- Strong project management skills
- Ability to understand and interpret data
- Must be able to prioritize and handle multiple tasks, completing assignments in a thorough, accurate and timely manner
- Ability to perform required project tasks independently
- Ability to work in a team atmosphere
- Ability to work across teams and with multiple supervisors, both on and off-site
- Ability to see, hear, speak and travel
- Must be able to lift 20 pounds

**Required Education/Experience:**

- Bachelor's required; Master's preferred.
- 5 years of applicable work experience
- Valid North Carolina driver's license and insurance
- Sensitivity to and strong concern for the needs of children, youth and their families
- Technologically proficient in all office technology systems including developing spread sheets, email, Skype, Zoom, Facetime, Website, Mailchimp, etc.