



Advocacy and Action
for Connecticut's
Mental Health

Title: Coordinator/Community Organizer

Employment Status: Part-time (30 hours/week)

Pay Rate: \$20.00/hour

Reports to: KTP Fiduciary at CT Association for Human Services (CAHS), Co-Chairs and KTP Coordinating Council

Summary

This position is staffed through the Connecticut Association for Human Services (CAHS), a division of Advancing Connecticut Together (ACT).

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 communities. 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.

Responsibilities

Functions include assisting members in legislative advocacy at the Legislative Office Building, signing up members to testify at public hearings, organizing lobby/advocacy days, networking/expanding membership, organizing writing of talking points for raised mental health bills, upkeep of list of mental health bills during the legislative session, organizing rallies at the state capitol, coordination of office duties e.g. phone, computer, hard copy files, grant reports, Facebook and KTP website updates, petty cash receipts, upkeep of various supplies, updating training and resource manuals and PowerPoints, coordinating meeting schedules, communications and arrangements for KTP monthly meeting and KTP Coordinating Council meetings, planning/coordinating annual advocacy trainings in October and December as well as occasional additional trainings, annual awards banquet in October, site visits to social clubs/clubhouses (usually summer).

Additional duties may include providing support for other activities (Golden Pen/keyboard Award, Local Action Advocates, The Breakfast Club and Visibility Presence) as needed and attending special events, (dinners, legislative breakfast, candidate forums, meetings).

Qualifications

- Some public policy knowledge
- Project coordination skills
- Good interpersonal skills
- Strong writing skills
- Ability to supervise p-t staff support
- Ability to work independently and manage multiple priorities
- Ability to work with diverse groups of people and advocacy organizations
- Strong computer skills – Internet, Microsoft Office Suite
- Experience/knowledge in human services(mental health and substance use)
- Lived experience a plus

Occasional evening meetings and late nights at public hearings during the legislative session.

Location

This is a hybrid position which includes some remote work and some on-site work at Keep the Promise Coalition, 31 DeJohn Drive, Middletown CT 06457.

What we offer employees:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

How to Apply

Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with “KTP Coordinator/Community Organizer” in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.