



98 Magazine Street
 Roxbury, MA 02119
 Phone 617-442-4111
 Toll Free 877-769-7693
 Video Phone 617-606-7508
 Fax 617-442-400

Job Title:	Networking Coordinator	Weekly Hours:	40
Responsible To:	Director of Programs	Classification:	Exempt
Team:	Program Support	Pay Grade or Salary Range:	\$42,000 to \$52,000

POSITION SUMMARY

The Networking Coordinator provides leadership in relaying The Transformation Center’s vision, message and values to our community and allies. The Coordinator promotes positive relationships with a wide variety of stakeholders. The Coordinator focuses on both outgoing and incoming communications. These responsibilities include responding to requests for speakers, trainings, and other information, and coordinating these requests with The Transformation Center worker team.

ESSENTIAL RESPONSIBILITIES

- Network and partner with individuals and organizations connected to the peer-to-peer support movement.
- Foster and maintain positive relationships with a wide range of stakeholders.
- Maintain up-to-date contact information on individuals, organizations, government officials, news outlets and other relevant entities at both a statewide and national level.
- Regularly reach out and connect with relevant contacts and/or coordinate these contact efforts with the rest of The Transformation Center worker team.
- Respond to e-mail, phone, and other inquiries about the activities, events, policies and values of The Transformation Center.
- Obtain current information from The Transformation Center worker team and other sources on government policies, local and national events, trends, innovations and all other policies and activities relevant to peer-to-peer support and share this information with The TC worker team and more broadly with the peer support community.
- Develop and organize a Speakers’ Bureau of individuals with lived experience who can speak about their own recovery and help transmit The Transformation Center’s mission and values.
- Provide leadership in bringing best practices in peer-to-peer support and trauma-informed care to The Transformation Center worker team, and help share these practices more broadly in the community at large.
- Contribute to the planning, logistics and successful completion of The Transformation Center’s events and activities including the annual 5K Flight, the Annual Celebration, the annual Statehouse Event, and other special projects.
- Work closely with the Director of Programs, CPS Program Director and Community Voice Policy Director on specific projects as needed.



www.transformation-center.org

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- Work closely with the Board of Directors and its subcommittees on specific projects as assigned by the Executive Director.

Experience: Five (5) or more years experience in similar position. Lived experience as a mental health consumer preferred. Experience working with diverse populations highly desirable.

Knowledge, Skills, and Abilities:

- Strong organizational, administrative, communication, and interpersonal skills required;
- Proficient computer skills with Internet and MS Office (Outlook, Word, Excel etc.);
- Knowledge, skills, and ability to collaborate with others as part of a team;
- Driver's license and transportation to locations throughout Massachusetts;
- Ability to travel throughout Massachusetts and beyond if needed;
- Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.

PHYSICAL REQUIREMENTS

- Ability to occasionally lift between 20-30 lbs

BENEFITS

Full-time employees are eligible for medical, dental, life insurance and vacation and sick leave after successful completion of the introductory period of ninety (90) days.

EQUAL EMPLOYMENT OPPORTUNITY

The Transformation Center provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

APPLICATIONS

To apply for this position, please email a resume and cover letter to Justin Brown, The Transformation Center Director of Programs at justinb@transformation-center.org.