



General Description

The RVCR Administrator is responsible for supporting the administrative, data collection, and correspondence and outreach efforts for the Roanoke Valley Collective Response (RVCR), working alongside the RVCR Director, Steering Committee, and RVARC leadership. This position will be responsible for quarterly needs assessments, upkeep of the RVCR website and social media, and managing communications to members of the collective including meetings, announcements, and Blueprint information. The RVCR Administrator will work under the general supervision of the RVCR Director.

Responsibilities

- Maintains up to date roster of Collective Response members including working group and project membership
- Responsible for updates to Blueprint tool as assigned by Collective Response and Roanoke Valley-Alleghany Regional Commission (RVARC) leadership
- Create agendas and other needed meeting materials to support monthly Collective or project meetings.
- Responsible for the communication of monthly, workgroup project, and additional meetings between the Collective Response leaders, stakeholders, RVARC leadership, and the Director
- Facilitates communication on behalf of the Collective Response through the RVCR email account, website, social media, and additional software including Basecamp.
- Supports and maintains as assigned social media sites promoting the Collective.
- Supports and assists with distribution of any promotional materials developed to provide awareness or education about the opioid crisis, the Collective Response, and other community efforts addressing these issues.
- Identifies perspective members and performs outreach to increase Collective Response membership.
- Assist new stakeholders to identify needed tasks, roles, and opportunities for collaboration within one month of joining the collective.
- Assists the development of implementation and evaluation procedures for activities outlined in the Collective Response Blueprint including needs assessments.
- Facilitates the identification and preparation of grant applications in line with the Collective Response mission and goals with the Director.
- Serves as the Collective Response representative in meetings with other community organizations and initiatives (including TICN, Healthy Roanoke Valley, etc.)
- Facilitate and monitor progress on various Collective Response initiatives as assigned by Collective Response leadership.

Knowledge, Skills, and Abilities

Must be have proficient communication and writing skills, including the ability to understand complex written and oral direction.

Ability to establish and maintain professional relationships with colleagues, government officials, organizational representatives, and the general public. Ability to work with diverse populations.

Knowledge of public health and public policy. Ability to comprehend and simplify complex concepts.

Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Apps (Drive, Docs, Sheets), Squarespace, Qualtrics, Adobe Acrobat, or ability to learn.

Education and Experience

Bachelor's degree in relevant area preferred. Minimum one year experience required.

Must have a foundational level of knowledge of addiction and trauma as needed.

Physical Requirements

Ability to lift up to 50 pounds occasionally. Vocal communication is required. Visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

