

Community Collaboration Specialist

Job Description

Resources for Resilience (RFR) is seeking a full-time Community Collaboration Specialist to support a new, high-impact initiative serving western North Carolina (WNC) communities recovering from Hurricane Helene. This one-year position runs from May 1, 2025, to June 30, 2026, and includes a full-time salary with benefits.

The Community Collaboration Specialist will play a central role in designing and implementing a robust community education and outreach plan to support formal and informal helpers across WNC, including law enforcement officers, firefighters, paramedics, volunteers, healthcare workers, behavioral health providers, public health professionals, and others. This role will focus on strategic outreach to project-related stakeholders, as well as the planning and delivery of our trauma-informed workshops to target audiences as they work to promote resilience and support recovery throughout the region.

Key responsibilities:

- Collaborate with the Director of Programs and Partnerships and Program Coordinator to develop and implement a robust outreach and community education strategy
- Partner with community stakeholders to implement trauma-informed, resilience-focused initiatives across WNC
- Plan, coordinate, and facilitate RFR workshops and events in collaboration with internal teams and local partners
- Build and maintain strong relationships by attending community meetings and events to engage key audiences and support project outcomes
- Collect, manage, and report feedback and outcome data for program evaluation and quality improvement
- Represent RFR professionally and warmly in all external communications, events, and collaborative spaces
- Respond promptly to inquiries from community partners and stakeholders
- Serve as a liaison between RFR and local organizations to ensure community needs inform program development and implementation
- Provide feedback on training materials and internal processes to support ongoing quality improvement and equity growth
- Manage inventory and logistics for training materials and supplies, ensuring readiness for all events
- Manage orders and coordinate delivery of materials to partners, contractors, and stakeholders
- Promote positive team dynamics and contribute to a supportive, emotionally attuned work environment
- Participate in debrief sessions following community events and workshops
- Perform additional duties as assigned

Required skills and/or experience:

- Proficiency in Microsoft 365, including Teams and Office Suite (Word, Excel, PowerPoint); Zoom; SurveyMonkey; Constant Contact; Canva; and related platforms
- Eligibility to become a certified RFR Resiliency Partner and facilitate RFR content with confidence and cultural sensitivity

- Strong collaboration and interpersonal skills, with a commitment to teamwork and shared success
- Strong time management and organizational skills with a keen attention to detail
- Ability to manage multiple priorities and meet deadlines in a fast-paced, collaborative environment
- Independent work ethic combined with a strong sense of team collaboration
- Flexibility to attend evening/weekend events and travel regionally as needed
- Excellent verbal and written communication skills
- Strong attention to detail
- High emotional intelligence and the ability to self-regulate and support co-regulation in others
- Astuteness to social and racial equity issues, cultural competence, and awareness of the diverse needs of communities across WNC
- Commitment to antiracism efforts and actions
- Adaptability and a solution-focused mindset in a dynamic work environment
- Reliable internet access for remote work when needed
- Valid U.S. driver's license and dependable transportation
- Experience in nonprofit, public health, or educational settings is a plus

Position details:

- Reports to: Director of Programs and Partnerships
- Supervised by: Program Coordinator
- Location: Home-based, with regular in-person events and travel; must reside in western North Carolina
- Weekly hours: Approximately 40; may vary according to the RFR training and community meeting calendar
- Status: Full-time, salaried, exempt
- Annual salary: \$55,000

About Resources for Resilience

Resources for Resilience is a nonprofit organization sharing practical tools and research-based resources that people of all ages can use to manage stress, prevent burnout, and build resilience in themselves and others. Our trainings and professional development workshops help participants better understand how our brains and bodies respond to stress and teach them strategies to keep themselves, their loved ones, and the people they serve healthy and resilient. We are proud to work closely with those who are at the center of our communities, including educators, business leaders, first responders, and healthcare workers, to ensure that all community members have access to the tools they need to thrive.

Resumes and position-related inquiries can be sent to info@resourcesforresilience.com.