

# RADICAL HEALING

**THE RADICAL HEALING COLLABORATIVE IS GROWING!** We are seeking a liberation and justice focused Office Coordinator to help us align closer to our mission and values. Help Us Grow!

## **GROUP AND COMMUNICATION COORDINATOR**

The hybrid **Group and Communication Coordinator (GCC)** position is a full-time (40 hr/week) salaried in-office, Monday-Friday position with a comprehensive compensation package. The GCC role is a dynamic role consisting of the coordination of all groups offered by The Radical Healing Collaborative. The GCC will be the lead contact and support for curriculum building, group work guidance and training, organization or groups calendar, marketing and promotion, and assessment metrics for therapeutic, educational, support and community enrichment groups facilitated by Radical Healing Collaborative team members. The GCC must hold strong group facilitation skills, knowledge and experience in clinical therapy and documentation, experience in curriculum building, strong interpersonal skills and hold the ability to guide clinicians and clients through a successful group experience. Given the nature of the role GCC plays as a community organizer, it is essential for our GCC to be self aware, radically inclusive, intentional and committed to antiracism and anti-oppression, in and out of the workplace.

Work hours and schedule will be set in collaboration with the Clinical Director and Core Organizing team and take into account needs for community groups. The GCC is required to attend all scheduled events, staff- meetings and collaborative support events or training, as requested by the organizing team. The GCC position reports directly to the Clinical Director (CD) and works closely with the Practice Manager, Organizing Team, Clinical Team and Medical Team.

A successful GCC will maintain client confidentiality and respectful communication, while supporting the collaborative coordination of RHC groups. Job duties include, but are not limited to:

- **Group Applications and Assessments**
  - Maintain rubric and outline for group facilitation application at RHC
  - Receive and assess all RHC applications for groups, in collaboration with Clinical Director
  - Maintain application log and metrics for successful group work
  - Structure, plan, and schedule group offerings calendar
- **Curriculum and Training**
  - Develop and maintain an RHC group facilitators manual
  - Provide brief 101 group facilitation training for all new staff as a prerequisite for application of RHC group
  - Support clinicians and RHC team members in building strong curriculum, developing

community rapport, and understanding group facilitation through all stages of the process

- Maintain an intake interview template for group facilitators and participants inline with the culture of RHC
- **Intake and Group Payment Support**
  - Assist and support RHC team members in the intake process for group work, including but not limited to: co-facilitating the intake process, participating in role-play for trainings
  - Contact and schedule all potential group clients for intake
  - Collect and organize all payment sources and fees for groups, in collaboration with the Practice Manager
  - Develop and advance groups payment organization
  - Be the first point of contact for participants and community interest communications regarding groups, concerns, feedback, fees and payments, and all other group inquiries.
- **Community Organizing and Marketing**
  - Coordinate the movement space event schedule
  - Create and maintain a calendar of events
  - Maintain and create posts for social media and external marketing or service offerings (see more below)
  - Seek and attend community organizing events on behalf of RHC to market and promote the group offerings and community programming at RHC (i.e. weekend and evenings events may be included)
  - Participate in community group work offered by RHC campus partners to build relationships and partnerships for creative group offerings
  - In collaboration with the Practice Manager, assist in the organization and development of marketing and communications efforts and announcements for groups on behalf of RHC, including but not limited to: community-wide communications (e.g., newsletter, email, social media, website) ; weekly or biweekly social media post (Facebook/Instagram) and other communication tasks that help the group collaborative with community outreach, connection and presence (e.g., announcements, new partnerships, new clinicians, hiring ads, group offerings, defining group culture, etc.)
- **Phone Support**
  - Managing relationships with community stakeholders, contractors, and maintenance companies to help ensure proper safety and comfort around the Radical Healing campus
  - Assist with set up/breakdown of group meetings, light clean up, check garbage bags, arrange for refreshments, etc,
  - Provide on-going office and campus support, including managing phone calls to the practice, as needed

The GCC is required to attend all scheduled events, weekly and monthly all staff- meetings and collaborative support events or training, as requested by the organizing team. The GCC position supports the Practice Manager, Leadership team and reports directly to the Clinical Director.

**Education and Experience Requirements:** Bachelor's degree or higher educational degree requested, clinical experience, group facilitation and training experience highly preferred. Candidates who actively engage in dismantling white supremacy, advocacy for sexual and gender diversity, dismantling anti-Black racism and an understanding of abolitionist, liberation focused healing work, expected.

**Compensation:**

- W2/ Salaried/ Group Communication Coordinator with a comprehensive benefits package after 30 days
  - A starting salary of \$43,500-\$50,000 paid in monthly installments, on the 1st of every month
  - 20 days of paid time off (+ Juneteenth)
  - Insurance : 75% contribution towards medical health insurance, vision and dental insurance, disability and life insurance.
  - 401k + 4% matching