



## JOB DESCRIPTION

<b>Thrive Coordinator</b>	<b>FLSA Status: Non-Exempt</b>
<b>Latest Review Date: 12.2025</b>	<b>Department: Family &amp; Community Impact</b>
<b>Effective Date: 12.2025</b>	<b>Reports to: Family &amp; Community Impact Director</b>

### POSITION SUMMARY

This role oversees the Thrive initiative, supported by the Restore Hope model, in each county. The ideal candidate for this role is an engaged, energetic, and respected community member who can be primarily responsible for the implementation and execution of the thrive initiative in their community-doing everything from organizing monthly alliance meetings to providing direct service to families. They have a history of social services, work in the community and are highly organized and relational.

We are looking for individuals who are: self-motivated, problem solvers, flexible, able to effectively communicate with all stakeholders, able to multi-task, technologically proficient, and detail oriented.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency wide trainings
- Must travel occasionally within or out of service area
- Establish a collaborative and communicative relationship with co-workers
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

#### Program Specific:

- Develop and maintain relationships with community partners including, but not limited to Thrive Alliance Partners, local non-profits, state and local government personnel, community business leaders, and the faith-community.
- Organize and facilitate monthly alliance meetings as an opportunity for the community to hear progress updates on the Thrive Initiative and to connect with other service providers and government agencies in their community.
- Act as an expert in the Thrive Initiative powered by the Restore Hope model and processes, providing support to Thrive Alliance Partners in the execution of the Restore Hope Model
- Collect and analyze community-wide data, able to articulately present data and graphs to the community.
- Act as a direct supervisor for Thrive Family Advocates, as needed.
- Produce regular updates and reports for publications and grant requirements.
- Develop trust and positive relationships with Restore Hope partners and stakeholders.
- Form new partnerships and recruit members of the community to assist in the Thrive Restore Hope Model as Point of Contact Providers
- Advocate for individuals and families
- Participate in Thrive, Restore Hope meeting and training.
- Promote organization and community collaboration.
- Conduct oneself in manner consistent with the professional standards of Restore Hope

- Other job duties as assigned.

## **REQUIREMENTS**

Desired Attributes: meticulous, self-motivated, problem solvers, flexible, organized, learn quickly, efficient, able to effectively communicate with all stakeholders, able to effectively prioritize tasks, multi-task, and technologically proficient.

## **EDUCATION AND/OR EXPERIENCE**

- Minimum Education and/or Experience: Bachelor's degree and at least 5 years' work experience in social services (additional work experience may be considered in lieu of a degree).
- Targeted Experience: Work experience with vulnerable populations and/or demonstrated knowledge of the justice and child welfare system in Iowa.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

## **EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by ***Northeast Iowa Community Action Corporation*** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_