



## **Position Announcement Prevention Initiatives Coordinator**

Maine Children's Trust  
56 Leighton Road  
Augusta, Maine 04330  
207-623-5120

This position offers a unique opportunity to help guide statewide programs and efforts that make a meaningful difference in the lives of Maine's children and their families. The Maine Children's Trust works through a variety of initiatives to strengthen families, promote healthy relationships and to support communities in order to prevent child abuse and neglect. We are seeking a highly competent project coordinator with skills and experience in managing family services programming to serve as part of the prevention management team. A major focus of this position will be to provide data-driven assistance in planning, organizing, carrying out, and evaluating the Prevention Councils project, as well as other prevention initiatives. The Prevention Initiatives Coordinator will provide quality assurance, technical assistance and training for local Prevention Council staff in support of the delivery of high-quality services and will provide planning and operational management support for other prevention initiatives. This position is a full-time salaried grant-funded position that, though based in Augusta, comes with flexibility and the opportunity to continue to work remotely to a large extent after remote work is no longer necessary due to the pandemic.

### **Requirements:**

- Proven experience in human services program/project administration
- Familiarity with state and federal grants management and reporting
- Knowledge of family support and primary prevention strategies
- Knowledge of data system management and ability to improve data collection and reporting; ability to analyze, monitor, evaluate, and apply data to inform quality assurance, improvement strategies, and outcomes
- Training experience and ability to serve as a member of the Prevention Training Team
- Commitment to diversity and inclusion
- Ability to work effectively independently and as part of a team
- Ability to plan, coordinate, implement and manage multiple activities at once

- Ability to effectively convene and lead teams, coalitions, and working groups
- Availability to work during typical business hours
- Ability and willingness to travel in state, with out of state travel also occasionally required
- Outstanding verbal and written communication skills
- Makes group presentations on behalf of the program

The ideal candidate will have strong organizational skills to manage diverse responsibilities and proven experience in program administration using data-driven practice. Experience working in statewide programming using strong collaboration skills, an MA/MS (in human development, public health, social work, epidemiology, family services or other relevant area), experience in training professionals and outstanding verbal and written communication skills are required.

The salary band range for this position type is \$65,000-\$72,000.

Interested and qualified applicants: Please send a letter of interest, along with a resume and contact information for three professional references to [info@mechildrenstrust.org](mailto:info@mechildrenstrust.org)

Maine Children's Trust is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, gender identity, national origin, ancestry, age, physical or mental disability, or sexual orientation.