

Position Announcement  
Maine Families Systems Coordinator

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

The Maine Children's Trust is seeking a highly competent project coordinator with skills and experience in managing family services programming to serve as part of the management team of the Maine Families Home Visiting Program (MFHV). This position reports to the MFHV Statewide Coordinator. The major focus of this position will be to work with early childhood system and state agency partners on joint efforts to strengthen a statewide collaborative system of supports for young children and their families. The Systems Coordinator will provide planning and operational management support to the Statewide Coordinator. Additional responsibilities will include grant management duties, federal grant preparation and reporting, and assistance with a variety of program related management tasks and projects. This is a full time salaried grant-funded position that will primarily be based in Augusta, with opportunities to occasionally work remotely.

Requirements:

- Proven experience in human services program/project management
- Familiarity with federal grants management
- Knowledge of early childhood and human services programming
- 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
- Ability to evaluate and apply data to quality assurance and improvement strategies
- Availability to work during typical business hours
- Ability and willingness to travel in state, with out of state travel also required occasionally
- Outstanding verbal and written communication skills

The ideal candidate will have strong organizational skills to manage diverse responsibilities, proven experience in program management using data driven practice, strong collaboration skills, outstanding verbal and written communication skills and a MA/MS in human development, public health, social work, family services, epidemiology or other relevant area.

Interested and qualified applicants: Please send a letter of interest, along with resume,

salary requirements and contact information for three professional references to Diane Stuart ([dianes@mechildrenstrust.org](mailto:dianes@mechildrenstrust.org)).

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