



Position Announcement Prevention Initiatives Coordinator

Maine Children's Trust
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Augusta, Maine 04330
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Maine Children's Trust is a statewide organization based in Augusta that prioritizes family and child well-being. We believe that supportive communities and strong families prevent child abuse and neglect. For nearly 30 years, we have led child abuse prevention efforts in Maine and are looking for an innovative professional who brings expertise, technical skill, and passion that will enhance, support, and drive future efforts to prevent child abuse and neglect all over the state.

Overview:

As Prevention Initiatives Coordinator and member of the Prevention management team, you will utilize your critical decision-making skills and experience in managing family-serving programming to expertly guide statewide programs, services, and supports, as well as represent the Trust in a variety of settings and high-level partnerships. In this newly created position, you will work to ensure contracts, initiatives, and projects result in high-quality services, program staff are trained and supported, and all efforts positively impact communities and families.

Requirements:

To be considered for this important role, the applicant will have:

- Proven experience in human services program/project administration
- Familiarity with state and/or federal grants management and reporting
- Knowledge of family support and primary prevention strategies
- Knowledge of data system management and data collection
- Training experience and ability to serve as a member of the Prevention Training Team
- Commitment to diversity and inclusion
- Strong communications skills to include critical decision-making skills
- 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

Responsibilities:

As Prevention Initiatives Coordinator, you'll meet the Trust's, programs, and contract expectations while fostering and supporting innovation, compliance, and growth. Responsibilities include, but are not limited to:

- Managing and reporting for federal and state grants
- Lead learning communities with providers and partner organizations for various projects
- Compiling, analyzing, monitoring, and applying data to inform quality assurance, improvement strategies, and outcomes, as well as evaluating the statewide Prevention Council project
- Provide planning and operational management support for several prevention initiatives
- Providing quality assurance and technical assistance and guidance for programs and staff
- Improving and creating efficiencies in data collection, database oversight, and reporting methods
- Representing the Trust through group presentations and partner meetings
- Providing various training
- Monitoring programs and databases for compliance and areas of improvement
- Keeping up to date on national best practices, supports, and information to keep efforts on the cutting edge

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 desired.

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. The salary band range for this position type is \$68,835-\$79,425.

To Apply:

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

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.