



Position Announcement Prevention Program Coordinator

Want to make a meaningful difference in the lives of Maine's children and their families? This position offers a unique opportunity to help guide programs and efforts that prevent child abuse and neglect across Maine. Maine Children's Trust works to strengthen families, promote healthy relationships and to support communities in order to prevent child abuse and neglect. We are seeking a highly competent individual 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 support to prevention efforts, programs, initiatives, coalition building, education and training, public awareness, and data-driven assistance in planning, organizing, carrying out, and evaluating Maine Children's Trust efforts.

The Prevention Program Coordinator will provide operational management support for Maine Children's Trust prevention initiatives. This position is a full-time salaried grant-funded position that is based in Augusta and is a hybrid position with some ability to work from home.

Requirements:

- Proven experience in human services program/project administration
- Experience leading, convening, and supporting diverse coalitions
- Experience administering state and/or federal grants management to include budgeting and reporting
- Experience with partner engagement and delivering high-level presentations
- Knowledge of family support, primary prevention efforts, and continuous quality improvement strategies
- Knowledge of data system management and 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 training team
- Knowledge and experience with public awareness and marketing strategies
- 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
- Assists with data system updates and reporting functions

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, training professionals, and outstanding verbal and written communication skills are required. An MA/MS in human development, public health, social work, epidemiology, family services or other relevant area is strongly preferred.

The salary band range for this position type is \$73,000-\$83,000.

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.

Interested and qualified applicants: Send **a letter of interest, along with a resume, and contact information for three professional references** to info@mechildrenstrust.org.