

Position Announcement  
Prevention Initiatives 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 family services programming administration 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 assist with quality assurance, technical assistance and training for local Prevention Council implementing agencies in support of the delivery of high-quality services and will provide planning, reporting and operational management support to the Assistant Director/Prevention Coordinator. Additional responsibilities will include providing assistance with a variety of program-related management tasks and projects. This position is a full-time salaried grant-funded position that is primarily based in Augusta, with opportunities to occasionally work remotely.

Requirements:

- Proven experience in human services program/project administration
- Familiarity with state grants management and reporting
- Knowledge of family support and primary prevention strategies
- Knowledge of data system management and ability to analyze, monitor, evaluate, and apply data to support quality assurance, improvement strategies, and outcomes
- Assists with data system updates and reporting functions
- Analyzes and monitors data to inform continuous improvement by developing strategies and solutions and making recommendations.
- 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
- Prepares a variety of written documents and reports and provides communication support
- 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 with multiple partners and training professionals, as well as strong collaboration skills and outstanding verbal and written communication skills are required. This position also requires a MA/MS in human development, public health, social work, epidemiology, family services or other relevant areas.

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.

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