



**PROGRAM COORDINATOR  
PREVENTION PROGRAM COORDINATOR**

JOB TITLE: Prevention Program Coordinator

CLASSIFICATION: Program Coordinator

SUPERVISOR: Program Director or Program Manager

PURPOSE of POSITION: The Prevention Program Coordinator is responsible for coordination and implementation of assigned primary prevention programs. This includes providing outreach and education, and engaging youth and adult community members in prevention coalitions, groups, events, and activities to further prevention program goals.

QUALIFICATIONS:

1. High School Diploma required. Associate degree in social science, public health, or a related field preferred.
2. One year of experience in a related social service, public health, or youth development field preferred.
3. A working knowledge of relevant program issues and theories related to youth advocacy, community organizing, primary prevention, health equity, racial equity, and public health.
4. Experience working with youth, organizing events, making presentations, and engaging community members in advocacy and community organizing preferred.
5. Ability to work respectfully with adults and youth from various cultural and socio-economic backgrounds.
6. Excellent time management, organization, and communication skills.
7. Excellent attention to detail and ability to work independently.
8. Knowledge of computer programs including proficiency with Outlook, Word, and Excel.
9. Be able to perform duties on a flexible schedule. Working some nights and weekends may be required.
10. Possess or obtain within 60 days of hire a valid California driver's license and current vehicle insurance.
11. Able to obtain California Criminal and Child Abuse Index clearance.
12. Work as a team player for whom the ownership of ideas is less important than the result of the collaborative effort. As such, the individual will be a team player who can take both leader and follower roles as the situation requires.

DUTIES:

1. Develop and implement program activities and evaluation, under supervision of the Program Manager and/or Program Director.
2. Coordinate youth advocacy, leadership, and/or mentoring programs.

3. Facilitate youth and adult community group meetings and activities.
4. Engage youth and adult community members in advocacy campaigns to create policy, systems, and environmental change.
5. Develop working relationships and collaborate with community members, agencies, and organizations to achieve program goals.
6. Create community education materials, develop training materials and presentations, and provide educational presentations and training for youth and adults.
7. Present program information to students, teachers, local service organizations, boards, and other community groups.
8. Assist with coordination of community-based activities and provide outreach and education at community events.
9. Maintain detailed records and documentation of program activities.
10. Assist with completing progress reports and conducting program evaluation activities, such as surveys and community assessments.
11. Implement program and agency policies and procedures established in accordance with funding sources.
12. Develop and maintain cooperative relationships with funders, community members, and public agencies.
13. Implement assigned programs with timely recordkeeping sufficient to document activities and prepare progress reports.
14. Maintain confidentiality of client and participant information.
15. Attend local, regional, and statewide meetings, trainings, and conferences as required.
16. Provide community outreach to increase awareness of agency programs and availability of services.
17. Other duties as assigned for agency growth and development.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I HAVE READ AND UNDERSTAND THE ABOVE POSITION DESCRIPTION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name