



## COMMUNITY COORDINATOR

KVCAP has an opening for a full time (40 hours/week) Community Coordinator to work with the community for the Child Abuse and Neglect Prevention (CAN) Council. Duties include convening community conversations throughout Kennebec County; building partnerships and engaging the community. Facilitating a community assessment and strategic planning process that will result in a prevention work plan to address the need of the community, and achieve reduction in county-level rates of child abuse and neglect. Provide professional trainings; report on project activities, and participate in a peer learning community with other CAN councils statewide. Provide supervision to the program educators, assuring the completion of appropriate training, and provide support as needed to deliver effective programs and services.

**Requirements:** Bachelor's Degree in related field including public health and relations, social work, education and child development. Minimum of three years' experience in project coordination and supervision; demonstrated experience in the prevention field and/or working knowledge of prevention theory and science. Excellent written and oral communication skills including the ability to communicate effectively with diverse audiences and stakeholders; exceptional interpersonal and collaborative leadership skills; ability to facilitate meetings with broad based project partners to achieve shared objectives. Good mathematical skills for use in data collection, analysis and reporting; ability to gather, synthesize and summarize a variety of information and data from many sources. Demonstrated cultural competence; a working knowledge of cultural and economic diversity and a working knowledge of the dynamics of children and families within the community. Proficient use of a computer including Microsoft Office; ability to work a flexible schedule; hold a valid Maine drivers' license and have access to a vehicle insured to state of Maine requirements. Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, Fraud and National Sex Offender Registry background checks.

Starting wage for the position is commensurate with experience. KVCAP benefits include paid holidays, bi-weekly accrual of Paid Time Off, participation in an employer sponsored retirement plan, choices of health, life, dental/vision and disability insurance options. Applications accepted until a suitable candidate is found. Interested applicants please submit a resume with cover letter.

Human Resources  
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Equal Opportunity Employer