



## **Job Description**

### **Title**

Prevention Education Coordinator

### **Qualifications**

Bachelor's degree in human services field or equivalent. Experience working with adolescents and/or in youth-serving settings preferred. Ability to promote programming with youth serving professionals and coordinate schedules of education team. Must be an effective communicator. Must have computer skills with Microsoft Office Suite and data bases.

### **Description**

Under the supervision of the Prevention and Community Education Manager, exercises discretion and judgment in coordinating the prevention programs of Project HART and Prevention Groups; identifying, cultivating, soliciting and maintaining relationships with community and school-based partners, scheduling and arranging school-based prevention education services, describing services and networking within various communities.

### **Responsibilities**

#### **Direct Service Duties**

- Serves as a liaison to school contacts implementing Project HART.
- Assists with site recruitment, as needed, for both Project HART and Prevention Groups.
- Corresponds and initiates phone contact with teachers, counselors, and administrators regarding the availability and scheduling of Project HART to local schools and institutions. Keeps appropriate records and database of contacts for mailing and email outreach.
- Using the Project HART calendar in Microsoft Outlook, assigns Prevention Educators to sites who request programming.
- Collects, enters and tracks their own monthly organizational school-based coordination logs and documentation for services provided.
- Provides educational resources, materials while networking with youth-serving organizations to increase awareness within the community regarding the need to end sexual and intimate partner violence.
- Attends all required agency in-services.

- Demonstrates awareness of socioeconomic and cultural diversity.

### **Administrative Duties**

- Inputs survey data and supports team with completing and tracking MOUs, inputting team assessments as time allows, and other data entry for grant purposes.
- Manage and maintain inventory of all office and maintenance supplies.
- Remains current on relevant statistics, trends for education, and prevention work to support coordination of services.
- Completes all agency statistical forms in a timely manner, provides statistical and descriptive data for development and administrative purposes.
- Attends agency meetings as recommended by Prevention and Community Education Manager.
- Participates in agency committees, as assigned.
- Performs other duties as assigned.

### **Accountability**

Accountable to the Prevention and Community Education Manager for carrying out assigned responsibilities and for following agency policies and procedures.

Excellent benefits to include Medical, Dental, Vision, Paid Time Off/Vacation/Holidays, Flexible and Hybrid Work Schedule

To Apply: submit cover letter, resume, salary requirements and contact information for at least three professional references to Robin Anderson, [Robin@safecconnections.org](mailto:Robin@safecconnections.org) or 2165 Hampton Avenue, St. Louis, Mo 63139.

*Safe Connections is a not-for-profit organization that works to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling, and support services. Safe Connections is an equal opportunity employer and seeks diversity in its community. Employment decisions are based on merit and organizational needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.*