



**PROGRAM COORDINATOR  
COMMUNITY ORGANIZING & PREVENTION  
COORDINATOR**

**JOB TITLE:** Community Organizing & Prevention Coordinator

**CLASSIFICATION:** Program Coordinator

**SUPERVISOR:** Program Director or Program Manager

**PURPOSE of POSITION:** The Community Organizing & Prevention Coordinator is responsible for coordination and implementation of community based primary prevention strategies to prevent sexual violence in Trinity County. This position supports the Rape Prevention and Education Program through youth and adult community organizing, coalition building, prevention education, and policy and system change initiatives. The Community Organizing & Prevention Coordinator engages community members, organizations, and decision makers in activities that promote equity and inclusion, strengthen protective factors, and reduce risk factors for sexual violence.

**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. Recruit and support youth and adult community members to actively participate in organizing teams.
4. Organize and facilitate youth and adult team meetings, subcommittee meetings, and community forums.
5. Engage youth and adult community members in advocacy campaigns to create policy, systems, and environmental change.
6. Organize and facilitate community events, trainings, presentations, and digital storytelling projects to educate and engage the community.
7. Support community organizing teams in preparing educational presentations for stakeholders, school boards, and local decision makers.
8. Develop working relationships and collaborate with diverse community stakeholders, agencies, and organizations, including educators, decision makers, and cultural leaders, to implement prevention strategies that transform gender norms, strengthen household financial security, and promote health equity.
9. Participate in cross-sector collaboratives and coalitions to strengthen prevention efforts and community partnerships.
10. Create community outreach, education, and recruitment materials, and social marketing campaigns in collaboration with HRN's Publicity staff.
11. Develop training materials and presentations, and provide educational presentations and training for youth and adults.
12. Present program information to students, teachers, local service organizations, boards, and other community groups.
13. Assist with coordination of community-based activities and provide outreach and education at community events.
14. Maintain detailed records and documentation of program activities, such as recruitment logs, training logs, meeting notes, and event documentation.
15. Assist with completing progress reports and conducting program evaluation activities, such as surveys and community assessments.
16. Implement program and agency policies and procedures established in accordance with funding sources.
17. Develop and maintain cooperative relationships with funders, community members, and public agencies.
18. Implement assigned programs with timely recordkeeping sufficient to document activities and prepare progress reports.
19. Maintain confidentiality of client and participant information.
20. Attend local, regional, and statewide meetings, trainings, and conferences as required.
21. Provide community outreach to increase awareness of agency programs and availability of services.
22. 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

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Signature

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Date

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Printed Name