

SUICIDE PREVENTION SERVICE OF THE CENTRAL COAST

A program of Family Service Agency of the Central Coast

PO Box 1222

Santa Cruz, CA 95061-1222

Phone (831) 459-9373 ext 5

JOB ANNOUNCEMENT

February 2, 2012

Program Coordinator—Community Outreach

Under the direction of the Assistant Program Director, the Program Coordinator is responsible for conducting outreach presentations, trainings, and events for residents of Monterey, Santa Cruz, and San Benito Counties. Applicant must be available weekdays, some evenings, and occasional weekend days.

Essential Duties and Responsibilities

- Conduct educational presentations and trainings focusing on school-age and at-risk youth and adults, including but not limited to youth (11 years old +), with occasional outreach to school staff, mental health professionals, and other community service agencies.
- Interact with community to maintain and develop focused expansion of education and outreach efforts in the tri-county area.
- Provide information and referral to the public about suicide prevention program and other appropriate service providers.
- Maintain database software to manage contact information.
- Compile statistical and demographic documentation of presentations and trainings.
- Responsible for distribution of education outreach materials.
- Meets with Assistant Program Director to establish work plan, assign duties, and resolve problems.
- Responsible for successfully completing Suicide Prevention Training.
- Performs other related tasks as assigned by the Assistant Program Director.

Minimum Qualifications:

- Must have valid driver's license, reliable transportation, and be able to travel throughout Monterey, Santa Cruz, and San Benito Counties
- Must be responsible, reliable, and self-motivated
- Experience with public speaking and establishing public relationships
- Excellent written, communication, and organizational skills
- Excellent public speaking skills
- Bachelors Degree or Associate Degree with two years of related experience, or high school graduate with four years of related experience.
- Bilingual Spanish/English a plus.

Pay Rate: Starting at \$14.00 per hr, with additional \$1.50 per hr Spanish /English

Benefits: PTO (holiday, vacation, and sick days paid) comparable to hours worked. Employer paid health, dental, and life insurance.

Closing Date: Applications accepted until the position is filled. Apply at montereybayjobs.com or santacruzjobs.com.

For additional information, contact Suicide Prevention Service at: 831-459-9373 ext 5.

Family Service Agency of the Central Coast is an equal opportunity employer.