



**PROGRAM COORDINATOR I**  
**COMMUNITY ENGAGEMENT**  
**COORDINATOR**

**POSITION:** Program Coordinator I – Community Engagement Coordinator

**SUPERVISOR:** Program Director and/or Program Coordinator II

**PURPOSE of POSITION:** The Community Engagement Coordinator is responsible for developing relationships with adult and youth community members, organizations, and businesses in Trinity County in order to further prevention program goals and broaden community engagement. The position is also responsible for providing outreach and education, and engaging youth and adult community members in prevention coalitions, groups, events, and activities.

**QUALIFICATIONS:**

1. High School Diploma required. Associates 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 including, but not limited to, youth advocacy, community organizing, tobacco control, primary prevention, and public health.
4. Experience working with youth, organizing events, making presentations, and engaging community members in advocacy preferred.
5. Experience coordinating meetings, taking meeting minutes, and preparing agendas preferred.
6. Ability to work respectfully with adults and youth from various cultural and socio-economic backgrounds.
7. Excellent time management, organization, and communication skills.
8. Excellent attention to detail and ability to work independently.
9. Knowledge of computer programs including proficiency with Outlook, Word, and Excel.
10. Be able to perform duties on a flexible schedule. Working some nights and weekends may be required.
11. Possess or obtain within 60 days of hire a valid California driver's license and current vehicle insurance.
12. Able to obtain California Criminal and Child Abuse Index clearance.
13. 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. Coordinate all aspects of the community coalitions for the Tobacco Education Program.
2. Recruit diverse community members to participate in groups, coalitions, and activities.
3. Build and maintain strong working relationships with youth and adult coalition members.
4. Maintain community coalitions and youth leadership groups, including scheduling meetings, arranging meeting logistics, developing agendas, and taking meeting minutes.
5. Present information to K-12 students, local service organizations, and agencies.
6. Provide training for youth and adults on program related topics.

7. Assist with coordination of community-based activities and provide outreach and education at community events.
8. Maintain detailed documentation of meetings, activities, and events.
9. Assist with implementing program evaluation activities such as data collection and community assessments.
10. Prepare progress reports.
11. Implement program and agency policies and procedures established in accordance with funding sources.
12. Develop and maintain cooperative relationships with funders, community members, schools, local organizations, and public agencies.
13. Maintain confidentiality of client and coalition member information.
14. Attend local, regional, and statewide meetings, trainings, and conferences as required.
15. Provide community outreach to increase awareness of agency programs and availability of services.
16. 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