

## **NEW BEGINNINGS, INC.**

Position Title:       **Prevention and Training Coordinator**  
Program:               Prevention Program  
Reports To:            Director of Community Services  
                              Full-time, Non-Exempt

### **Job Summary:**

The Prevention & Training Coordinator (PTC) position includes a unique mix of training other providers, direct youth services, and program coordination delivered in partnership with staff inside New Beginnings and collaborators outside the agency. In conjunction with the Maine Dept. of Education, the PTC manages the statewide HIV prevention training program, delivering evidence-based training workshops on HIV Prevention, sexual health, and LGBTQ+ topics for school and agency staff. Provides risk reduction group programming to youth in all of New Beginnings' programs. Trains and supervises adult and youth staff as group facilitators. Documents services provided and assists with ongoing needs assessment, program evaluation, and development of new programming.

### **Essential Job Functions:**

1.     Program Coordination and Organization
  - a.    Develop, plan and implement annual education and training workshops for educators and youth-serving agencies.
  - b.    Oversee scheduling, logistics, contracting and marketing of the training program.
  - c.    Maintain statewide program contacts and collaborative relationships with other agencies and organizations that are involved with HIV/pregnancy prevention for youth.
  - d.    Update program materials and curricula as needed.
  - e.    Serve as lead trainer for workshops as needed.
  - f.    Maintain adequate inventory of training supplies and educational resources.
  - g.    Oversee data collection and reporting; ensure quality programming through evaluation and feedback. Assist with research and statewide youth survey.
  
2.     Service Provision to Youth:
  - a.    Provide regular group education sessions utilizing evidence-based curricula to youth in New Beginnings' programs.
  - b.    Conduct individual assessments and education sessions with New Beginnings youth.
  - c.    Coordinate scheduling and staffing of all group education sessions; maintain consistent communication with New Beginnings' programs.
  - d.    Recruit and train staff and youth as group facilitators.
  - e.    Maintain data collection, evaluation and reporting of youth prevention services.
  
3.     Community Collaboration and Training:
  - a.    Participate in community outreach, networking events, and presentations
  - b.    Serve on statewide groups related to the program's mission as appropriate, including planning committee for annual sexuality education conference.

- c. Assist with website, social media and outreach materials as required
  - d. Provide training and/or technical assistance for New Beginnings staff related to HIV prevention, sexual health, harm reduction, LGBTQ+ competency and related topics.
4. Other Related Duties:
- a. Promote the prevention program and develop new partnerships
  - b. Other duties as may be assigned by the Program Director.

### **Qualifications and Specifications:**

**Education and Training:** Bachelor's degree in a human-services related field; additional education or training in health or human sexuality preferred. Background or experience in working with vulnerable youth or young adults; reproductive health education or HIV/STD/STI prevention; experience/cultural competency with LGBTQ+ youth/communities; event planning; and/or teaching or training is strongly preferred.

**Specialized Skills:** Excellent group facilitation skills; expertise in sexuality education; knowledge or background in harm reduction, Stages of Change, and Motivational Interviewing; presentation skills and knowledge of multiple learning styles; ability to work with young people in a youth development framework. Good driving record and reliable transportation required.

**Cognitive Requirements:** Literacy and writing skills on at least a college level; excellent communication and good organizational skills; ability to conceptualize; critical thinking skills; proficiency in computer use.

**Physical Requirements:** Strength and dexterity to set up training equipment and supplies and conduct group training sessions; ability to lift and transport training materials to and from sites. Ability to climb stairs.

Position is based in Lewiston with periodic statewide travel to collaborating sites or out-of-state conferences (travel can include overnight stays). Regularly working some evening hours is required.