



JOB DESCRIPTION

Program Coordinator

Salary: \$46,488-\$57,158

Health benefits eligible/bilingual pay eligible

Open until filled

Program Area: Youth and Community Prevention & Wellness

About the Position

Under the direction of the Program Manager or designee, coordinate the implementation of evidenced-based prevention and community wellness services to youth and community partners. The coordinator will be responsible for establishing new programming at community-based centers, supervision of staff that provides direct services at school sites and in the community, and act as the lead point person for implementation of trauma-informed services at a school site.

About the Agency

Pajaro Valley Prevention & Student Assistance, Inc (PVPSA) has been the leader of youth prevention and intervention services in the Pajaro Valley. We believe that every young person in our community should have the opportunity to achieve their dreams. We are committed to helping them identify those dreams and support them in that quest. Our mission is to improve the quality of life of students and families in the Pajaro Valley by providing health education, prevention services, mental health services, and by advocating for public policies that protect the health of our community.

Duties and Responsibilities

- Coordinates implementation of program services to students, youth and children in school sites and in the community
- Supports staff with tools needed to execute the delivery of services at their respective sites.
- Serves as the liaison in community partnership meetings with governmental and non-governmental agencies
- Interfaces with school site administration to arrange for delivery of curriculum
- Plans, preps and presents curriculum for staff
- Collaborates with school site principals for sustained implementation of services and activities

- Administers and collects program evaluation data
- Trains and supervises staff to implement evidenced-based curriculum
- Coordinates and writes routine reports that summarize the program outcomes
- With support from the Program Manager, ensures that program related reports are submitted as required.

Employment Standards

Knowledge of:

- Educational practices and activities that meet the needs of a diverse student population, especially second language learners.
- Lesson planning and pacing
- School and community-based support systems
- Peer coaching model
- Youth and community engagement strategies
- Team building with peers

Ability to:

- Manage multiple projects effectively
- Supervisor staff providing services at various locations
- Travel once or twice a year to represent the agency at regional meetings
- Communicate effectively with school site personnel and community partners
- Supervise, train, evaluate and motivate assigned professional staff
- Be willing to work in partnership with staff and other agency colleagues to support special events as needed
- Develop work plans and monitor implementation of strategies and activities

Training and Experience

Requires an AA degree with four (4) years of experience in program coordination OR a BA degree and at least two years education implementation in a school setting or other youth/community service environment. Bilingual skills highly desired (Spanish/English)

Salary Scale: \$46,488-\$57,158- commensurate with experience

Eligible for medical, dental and other employee benefits.

If interested, please submit a letter of interest, resume and a minimum of three references with contact information to:

PVPSA
c/o Human Resources
beatriz.collazo@pvpsa.org
[335 East Lake Avenue](#)
[Watsonville, CA 95076](#)

PVPSA is a drug-free and smoke-free workplace and an equal opportunity employer.