

ISSUED: 2-29-16

CLOSES: 3-4-16

Position: **GREEN DOT PROGRAM COORDINATOR**
Salary: \$41,477 Annually
Department: Public Safety/Victim Services
Location: 4210 North Australian Avenue, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.
THIS IS A GRANT-FUNDED AT-WILL POSITION.

This is professional work in Public Safety's Victim Services Division. An employee in a position allocated to this class is responsible the initiation, coordination and administration of the Green Dot Community Strategy that aims to educate individuals to recognize high risk situations that may result in sexual violence and to teach bystanders the skills to assess a situation and intervene in a safe and effective manner. Work involves initiating and/or coordinating all activities of a grant contract which have programmatic responsibilities of a major scope. The incumbent is expected to manage activities with considerable independent judgment and initiative, although all major decisions are referred to an administrative superior for advice and direction. Work is performed with adherence to established policies and procedures and is reviewed through conferences, reports and program achievements.

QUALIFICATIONS:

Bachelor's Degree in Psychology, Social Work, Public Relations, Public/Business Administration or related field; minimum of two (2) years of experience supervising/coordinating a health project or program in the prevention field and two (2) years of experience working with community stakeholders or community planning in a meaningful way (outreach activities, training or educational events).

Necessary Special Requirements: Must complete Green Dot Violent Prevention Community Strategy within three (3) months of hire.