



- **Job Title:** Full-Time Prevention Coordinator
- **Salary:** \$20,800 + benefits
- **Job Location (city):** Palatka Florida
- **Organization's name:** Lee Conlee House, Inc.
- **Organization's Address:** P.O. Box 2558, Palatka, FL 32178
- **Contact person's email address:** pyea@leeconleehouse.org
- **Organization's Website (optional):** www.leeconleehouse.org

The Lee Conlee House is seeking a self-motivated, energetic, compassionate individual to provide violence prevention education to youth. The individual chosen will work closely with community organizations, churches, schools and other youth related programs. The Prevention Coordinator is responsible for facilitating and coordinating a Community Action Team and other community based events including, training, community education, professional training, community awareness events and fundraising. Additionally, the Prevention Coordinator will provide direct services to youth who have experience dating violence and/or sexual assault and will work with youth and adults receiving shelter or outreach services to provide tools for identifying and cultivating healthy respectful relationships in the future.

Physical requirements: Mobility and ability to bend and reach during an 8-12 hour day; ability to stand and sit for long periods of time; Ability to lift minimum 25 pounds; visual and auditory acuity sufficient to evaluate, intervene, provide services to and record participant needs in addition to administering evaluations, pre/post tests and organizing statistical data. Fine motor skills for legible and accurate documentation of daily correspondence and presentation, either manually or orally. Work endurance ability to work 8-12 hour shifts with a meal break, as possible. Hours and days off may vary. Extra hours may be required. Work assignment locations may vary.

Required Skills Include: professional presentation, excellent verbal communication and writing skills, public speaking skills, ethical communication skills, good judgment, desire to advocate on behalf of survivors and youth, ability to perform calmly in crisis situations, and a valid Florida driver's license, insurance, a safe driving record and reliable transportation. Computer skills including working knowledge of Outlook, Word, Excel, PowerPoint and Publisher.

The Lee Conlee House strives to offer a diverse work place representative of the service population and community. Applicants representing a diverse background are encouraged to apply -Spanish speaking applicants also a plus.

High School diploma or equivalent and a minimum of one year experience working in a social service field, educational field or youth focused experience or a high school diploma/equivalent and minimum two year degree applicable to the position.

Interested applicants should send their resume and letter of interest to:

By Mail:
Lee Conlee House
Human Resources
P.O. Box 2558
Palatka Florida 32178

Or Fax:
386-328-7775

Or Email:
brooksv@leeconleehouse.org

NO PHONE CALLS – QUALIFIED APPLICANTS WILL BE INVITED TO AN INTERVIEW