



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

PROGRAM COORDINATOR – POSITION DESCRIPTION

Job Title:	Program Coordinator
Position Type:	Full-Time
Salary:	\$55,000 - \$65,000, commensurate with experience

Organization Description

The Safe States Alliance is a national non-profit organization and professional association whose mission is to strengthen the practice of injury and violence prevention. Formed in 1993, Safe States Alliance is the only national non-profit organization comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States offers a virtual workplace and is committed to diversity in the workplace as an Affirmative Action/Equal Opportunity Employer.

Position Description

Under the supervision of the Deputy Director, the Program Coordinator (PC) will be responsible for supporting the implementation key Safe States Alliance programs and services. The PC will be responsible for:

- Providing technical assistance for the implementation of shared risk and protective factor approaches across state, local, and hospital-based injury and violence prevention programs;
- Supporting policy-related activities to strengthen the National Violent Death Reporting System (NVDRS);
- Coordinating aspects of the following program(s):
 - STRYVE Action Council;
 - Boating Injury Surveillance Workgroup; and
 - Partnerships in Action (facilitating collaborations between business and public health entities).
- Engaging in additional programmatic and policy activities, as assigned.

The PC will support, coordinate, and execute programmatic activities under the supervision of the Deputy Director. The PC will develop programmatic resources and ensure all projects adhere to the defined timelines. This position, like all positions at the Safe States Alliance, is made possible through competitive grants and contracts. While Safe States will make every effort to secure continued funding, it is not guaranteed.

Skills & Qualifications

A successful applicant for this position is highly motivated and flexible, thinks critically, works independently, and can exhibit the following skills/qualifications:

- Bachelor's degree required; Master's degree preferred (Public health knowledge, education, and/or experience preferred);
- 1-3 years of public health-related work experience required (Injury/violence prevention knowledge and experience are strongly preferred);



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- Demonstrated ability to coordinate multiple projects simultaneously from planning through completion;
- Strong project coordination and oversight skills;
- Solid critical thinking and organizational skills including attention to detail and multi-tasking skills;
- Excellent oral, written, and interpersonal communication skills;
- Passionate about Safe States Alliance's injury and violence prevention mission and impact;
- Strong command of the Microsoft Office Suite;
- Ability to work from home in a dedicated work environment; and
- Ability to travel, as needed.

Deadline to Apply

Please submit your cover letter, resume, and a writing sample by **July 23, 2021** to

<https://www.surveymonkey.com/r/KTQY3DW>

Questions about this opportunity can be submitted to info@safestates.org. Incomplete applications will not be considered.