



Our Future Starts
With *you!*

POSITION: Community Education Coordinator (District Attorney)

DEPARTMENT: Albany County Office of the District Attorney

SALARY RANGE: \$51,000-\$54,000

LOCATION & HOURS: 6 Lodge Street, Albany, NY 12207, 8:30A-4:30P

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

Under the direction of the Chief of Staff, the incumbent develops, coordinates and presents prevention education, bystander engagement and community mobilization programs, services and special events for children, adolescents, students, young adults, seniors, professionals and the general public. The individual develops and coordinates all prevention education strategies within the department and coordinates staff in implementing these activities. The individual is also responsible for identifying opportunities for volunteer recruitment as well as performing volunteer development, training and supervision. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in a human services-related field and two (2) years of human services-related experience; *OR*,
- B. Graduation from an accredited college or university with at least an Associate's Degree in a human services-related field and four (4) years of human services-related experience.

SPECIAL REQUIREMENT:

- Possession of a valid New York State driver's license at the time of appointment and throughout employment;
- Successful clearance of the required Suitability Determination. (Background investigation is conducted by the appointing authority.)

Please upload a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

jennifer.aguila@albanycountyny.gov

