



430 North Canal Street  
Lawrence, MA 01840  
p: 978-327-6600  
f: 978-327-6601  
www.FSMV.org

---

**FAMILY SERVICES OF THE MERRIMACK VALLEY  
FULL-TIME SAMARITANS TRAINING COORDINATOR  
JOB POSTING**

**Job Position:** Samaritans Training Coordinator

**Reports to:** Samaritans Program Director

**Status:** Full-time (30 hours/week)

**POSITION DESCRIPTION**

Family Services of the Merrimack Valley is seeking a full-time (30 hours/week) Training Coordinator for its Samaritans program. The Samaritans strives to reduce the incidence of suicide in the Merrimack Valley and through Massachusetts by providing “befriending” to individuals who are lonely, depressed and contemplating suicide or self-injury. Suicide prevention is one of the primary goals of the Samaritans, although other services also include postvention services, trainings and seminars, and support groups.

**DUTIES:**

- Co-present or lead various suicide prevention/postvention trainings/education programs throughout Essex County and portions of Middlesex County as well as other areas in Massachusetts as needed.
- Oversee the Department of Public Health contract by monitoring the budget and program goals as well as providing data to appropriate stakeholders as needed.
- Coordinate CEU process from application process through completion certificates.
- Develop and analyze training participant evaluation data.
- Develop promotional material and market Samaritans services.
- Coordinate and expand Samaritans media outreach (social media, website, newsletters).
- Participate in Samaritans team meetings, monthly FSMV staff meetings as well as appropriate collaborative regional and state coalitions and meetings.
- Participate in webinars and workshops to enhance knowledge of suicide prevention and update curricula annually.
- Provide administrative and other duties as needed.

**QUALIFICATIONS:**

- A minimum of an Associate’s Degree in a human service field of study plus two years of experience working with suicide prevention/postvention and/or group facilitation **or** a Bachelor’s degree in a human service field with some related internship/volunteer experience preferably with some knowledge of suicide prevention/postvention and/or group facilitation.

- Work experience in the field of suicide prevention including risk factors, warning signs, postvention or mental health strongly preferred.
- Experienced, energetic and engaging trainer who is comfortable presenting to both large and small audiences is required.
- Ability to interface with community stakeholders and collaborate effectively with other suicide prevention organizations.
- Adept at communicating with others in person, in written form and over the telephone.
- Strong organizational skills and the ability to multi-task.
- Capable of successfully working independently or within a team.
- Proficiency in Microsoft Office products including Word, Excel, Outlook and PowerPoint.
- Proficiency in various social media such as Facebook, Instagram, Twitter, etc.
- Flexible work schedule including some evenings and Saturdays.
- Personal transportation for agency business purposes is required.

#### **ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY**

Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit [www.FSMV.org](http://www.FSMV.org). FSMV is an equal opportunity employer.

#### **COMPENSATION**

This is a 30 hour per week position with excellent benefits (health, dental, life, and long-term disability insurances as well as a generous Earned Time Off and holiday schedule) with a starting pay rate of \$18.00 per hour.

#### **TO APPLY**

Please email a resume and cover letter to HR at [recruiting@fsmv.org](mailto:recruiting@fsmv.org). FSMV is an equal opportunity employee. Application deadline is September 13, 2019.