

POSITION POSTING: Program Coordinator

EMPLOYMENT TYPE: Full-time

LOCATION: Wright-Patterson Air Force Base

EMPLOYER: Technical Assistance Partnership of Arizona, a non-profit 501(c)(3)

This coordinator position is part of a national Department of Defense funded grant project focused on cross-cutting prevention with military members and their families. The coordinator will work closely with the project team based in Arizona and the site team at Wright-Patterson Air Force Base. The effectiveness of the person in this position will have a direct effect on how service members and their family members are connected to the right resources at the right time to improve outcomes and readiness.

WE HAVE:

- A nationally-recognized collective impact initiative and partnership of engaged public and private sector organizations.
- An opportunity to work on a project developing a comprehensive cross-cutting prevention model for military settings to decrease harmful behaviors and increase service member readiness and performance.
- A team of people truly passionate about making a difference in the lives of Wright-Patterson Air Force Base's service members, veterans and their families.
- A strategic plan and innovative approaches for creating community change in support of all those who serve and their families through an upstream prevention model.
- Novel methodologies to efficiently identify and/or collect short, medium, and long-term indicators of the effectiveness of cross-cutting prevention programming.

YOU HAVE:

- A passion for working in support of the military, veteran and family population (bonus for familiarity with military, government and community partner organizations and systems involved in serving this population)
- A bachelor's degree or an equivalent combination of education and experience.
- The people skills to work with our team, the installation team, our community of partners and key implementation partners for our initiatives.
- A high comfort level and interest in delivering training and presentations in support of the program.
- The ability to interface in-person with key base personnel and virtually with the project team based in Arizona to support successful implementation of project initiatives.
- The ability to support a program's growth and expansion by seeing the big picture and then focusing in on what needs to happen to get there.
- High enthusiasm for working with communities around Ohio to strengthen capacity to support the military and veteran population. This can include

convening stakeholders, mapping out plans, increasing engagement and supporting participation in project activities.

- Attention to detail with metrics and reporting data, tracking of tasks, emails requiring response, etc.
- The ability to stay focused and organized when there are many different tasks requiring your attention.
- A team oriented approach to your work with a focus on problem solving and finding solutions.
- Comfort with technology, including Microsoft Office & G Suite (excel/google sheets in particular), cloud-based platforms, etc.

A TYPICAL DAY:

- Helping to develop, organize, and carry out proactive projects that focus on harm reduction strategies and the development of proactive and healthy behaviors within the military and family population.
- Meeting with site POC, base personnel and the project team to provide updates and plan for next steps with the project.
- Conducting training on project initiatives, resources, referral processes, etc.
- Using outreach, case management and navigation skills to proactively engage service members, veterans, and their families who may be at higher risk for negative outcomes.
- Conducting outreach for the project (e.g. meetings, phone calls, presentations, exhibitor tables, etc.).
- Supporting the reporting of the program's impact (daily and monthly metric tracking, vignettes, impact stories, etc.).
- Participating in a lean management approach to apply continuous learning and improvement to the effectiveness of each engagement approach, so those lessons can be applied to the next project.
- Other activities as needed.

IMPORTANT INFO

- This is a full-time position based in Dayton, OH. The team member will work out of an office on Wright-Patterson Air Force Base.
- Cell phone stipend provided.
- Vision, dental, disability and life insurance benefits are available, and a generous stipend is provided in lieu of health coverage.
- 403(b) plan with 6% employer contribution (regardless of employee plan contribution).
- Vacation, sick/mental health time, and paid time to vote and serve on jury duty are offered to all employees.
- Paid parental leave is available after one year of employment to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.
- Some in-state travel may be required with all travel expenses covered.

- Conditions of Employment:
 - You must be a U.S. Citizen to apply for this job.
 - Must be proficient in English (written and spoken).
 - You may be required to serve a probationary period.
 - Subject to background/security investigation for base access.
 - Selected applicants will be required to complete an online onboarding process.

TO APPLY:

- The first review of candidates will take place 8/15/2023.
- Please submit your resume along with a letter of interest telling us why you are a great fit for the position at: <https://form.jotform.com/210734302207038>

This cross-cutting prevention project is being conducted with Wright-Patterson Air Force Base by Arizona State University and the Arizona Coalition for Military Families.

TAPAZ is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.