



## **POSITION POSTING: Be Connected Project Manager**

The Arizona Coalition for Military Families is looking for the right person to join our team as a **Project Manager**.

This Project Manager position will operate as part of the **Be Connected** program, a statewide public/private partnership focused on Arizona's 500,000+ service members, veterans and their families. The project manager will be responsible for planning, coordination, monitoring and successful completion of complex, high profile projects and events. The project manager will work with teams and partners across multiple organizations and communities, define and maintain project scope, problem solve challenges and barriers and guide implementation.

This position will have an essential role in the successful operation of an innovative statewide upstream veteran suicide prevention program, alongside the navigation, support line and community outreach teams, with an ultimate goal of reducing the disparity in deaths by suicide in Arizona's veteran population.

**EMPLOYMENT TYPE:** Full-time

**LOCATION:** Team member must be located in Arizona, position can be fully remote with the exception of occasional in-person meetings and events.

### **WE HAVE:**

- A nationally-recognized collective impact initiative and partnership of engaged public and private sector organizations.
- A team of people truly passionate about making a difference in the lives of Arizona's service members, veterans and their families.
- A supportive work environment that encourages self-care and professional growth.
- 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.



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### **YOU HAVE:**

- An interest in working in support of the military, veteran and family population.
- A bachelor's degree or an equivalent combination of education and experience.
- At least 3-5 years of experience managing multiple complex projects and events.
- The people and communications skills to work with our team, our community and key implementation partners for our initiatives.
- The ability to support a program's growth and expansion by seeing the big picture and then focusing on what needs to happen to get there.
- Experience with organizing projects with a high level of detail from concept to implementation, tracking individual and team deliverables and meeting deadlines.
- Experience with data and evaluation, metrics tracking and reporting.
- The ability to stay focused and organized when there are many different tasks requiring your attention.
- Strong writing and editing skills.
- A team oriented approach to your work with a focus on problem solving and finding solutions.
- Comfort with technology, including Microsoft Office, GSuite, cloud-based platforms, etc.

### **A TYPICAL DAY:**

- Reviewing current and upcoming projects to prioritize activities.
- Checking on deadlines and deliverables from other team members.
- Writing, editing and reviewing project documents.
- Meeting with members of the internal team, management and representatives of community partners on projects and initiatives.
- Working with team members on ideas in the project incubator.
- Facilitate a planning meeting for an upcoming event. Working with the venue on logistics and planning.
- Coordinating and assigning work to the team in ways which foster the success of the mission at hand.



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- Preparing reports that highlight the impact of our work for the community, partners and funders.
- Other special projects and initiatives as needed.

### **IMPORTANT INFO**

- Occasional travel for in-person events and meetings. All travel expenses paid.
- Flexible benefits package that includes a 6% employer retirement contribution.
- ACMF/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.
- Applicants must be fully vaccinated against COVID-19 to be considered for this role, with proof of vaccination required upon hire.

### **TO APPLY**

- Applications will be reviewed on a rolling basis.
- Please submit your resume along with a letter of interest telling us why you are a great fit for the Be Connected Project Manager position at:  
<https://form.jotform.com/210734302207038>

**To learn more about the Arizona Coalition for Military Families, visit [www.ArizonaCoalition.org](http://www.ArizonaCoalition.org). To learn more about Be Connected, visit [www.ConnectVeterans.org](http://www.ConnectVeterans.org).**

*The Arizona Coalition for Military Families is a nationally-recognized public/private partnership focused on building Arizona's statewide capacity to care for and support all service members, veterans, their families and communities through cross-sector collaboration between the military, government and community. The fiscal sponsor for ACMF is Technical Assistance Partnership of Arizona, an Arizona nonprofit and 501(c)(3) tax exempt organization.*