



POSITION POSTING: Be Connected Program Specialist

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

This program specialist position will operate as part of the **Be Connected Risk Reduction** team and 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 engagement teams. The effectiveness of the person in this position will be based on how they support program operations and proactively engage service members, veterans, their families and communities throughout the Be Connected Ecosystem to reach and connect those who may be at higher risk for negative outcomes, with an ultimate goal of reducing the disparity in deaths by suicide in Arizona's veteran population.

EMPLOYMENT TYPE: Full-time

LOCATION: This employee must be located in Arizona. This is a hybrid position that can be mostly remote with some in-person team meetings, community 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.

YOU HAVE:

- A passion for working in support of the military, veteran and family population.
- A bachelor's degree or an equivalent combination of education and experience.
- The people skills to work with our team, our community of partners and key



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implementation partners for our initiatives.

- A high comfort level and interest in interfacing with partners, team members and clients who may be experiencing high levels of stress and challenges.
- Attention to detail with metrics and reporting data, tracking of tasks, emails requiring response, clients, etc.
- The ability to stay focused and organized when many different tasks require your attention.
- A team-oriented approach to your work with a focus on problem-solving and finding solutions.
- Comfort with technology, including Microsoft Office, Google Suite, cloud-based platforms, CRMs, 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, veteran and family population. Projects will be based on data from the Coalition's high-risk CDC project, surveys, needs assessments and community input.
- Implementation of projects statewide alongside the team.
- 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 eligibility screenings for service members, veterans and family members and ensuring accurate documentation.
- Conducting outreach for the Be Connected program (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 special projects and initiatives as needed.



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IMPORTANT INFO:

- Remote workstation provided, internet and cell phone stipends for positions not reporting to ACMF office daily.
- 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.
- Additionally, all travel and mileage expenses incurred by employees are reimbursed.

TO APPLY:

- The first review of candidates will take place **5/15/23**.
- 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>

To learn more about the Arizona Coalition for Military Families, visit www.ArizonaCoalition.org. To learn more about Be Connected, visit 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 the Technical Assistance Partnership of Arizona, an Arizona nonprofit and 501(c)(3) tax-exempt organization.

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.

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