



POSITION POSTING: Be Connected Coordinator & Trainer

The Arizona Coalition for Military Families is looking for the right person to join our team as a **Be Connected Coordinator and Trainer**. The Coordinator/Trainer will have an essential role in the successful operation of an innovative statewide upstream veteran suicide prevention program. The effectiveness of the person in this position will have a direct effect on how service members, veterans and their family members are connected to the right resources at the right time.

The Be Connected Coordinator/Trainer will focus on engaging, training and certifying community helpers and organizations to strengthen their capacity to support service members, veterans and their families statewide.

EMPLOYMENT TYPE: Full-time

LOCATION: Team member must be located in Arizona. The position is hybrid (primarily working from home with regular statewide travel required for training, outreach 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 (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.



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- At least 3-5 years of experience with conducting training and implementing programs with fidelity to curriculum and adherence to standards of work.
- Trainer for or received training in ASIST, Safetalk, QPR, ACE and/or Mental Health First Aid, or similar is preferred.
- Experience and knowledge in social services, prevention and social determinants of health.
- The people skills to work with an array of community members to engage them as helpers and guide them through a process to complete requirements for certification as a helper.
- High attention to detail to track tasks, document work, monitor metrics and report data.
- 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 & Gsuite, cloud-based platforms, etc.

A TYPICAL DAY:

- Report to the Community Engagement Program Manager.
- Conduct outreach and engagement with community organizations and community members who want to be trained as helpers.
- Coordinate and conduct training sessions for community members statewide, in person and virtually. Coordinate with external trainers for ASIST, Mental Health First Aid, etc.
- Track community members through the certification process and maintain engagement.
- Once a community member is certified, connect them to the Prevention Coordinator for ongoing support.
- Meet daily and weekly with the Program Specialist, a direct report.
- Participate in a weekly huddle with the statewide Be Connected team.
- Track data for key program metrics, document activities and assist with reporting.
- Other special projects and initiatives as needed.



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IMPORTANT INFO

- This is a full-time, hybrid position based in Arizona.
- Cell phone and internet 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 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 legally authorized to work in the United States to apply for this job.
 - Must be proficient in English (written and spoken).
 - You may be required to serve a probationary period.
 - Applicants will be required to complete an online onboarding process.

TO APPLY:

- The first review of candidates will take place 01/02/2024.
- 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 Technical Assistance Partnership of Arizona, an Arizona nonprofit and 501(c)(3) tax exempt organization.

TAPAZ/ACMF 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.