



POSITION POSTING: Program Manager - Community Engagement

The Arizona Coalition for Military Families (ACMF) is seeking a **Program Manager** to support the implementation of a statewide program focused on Arizona's 500,000+ service members, veterans and their families. The person in this role will provide day-to-day management of teams, projects and initiatives, in alignment with the organization's big picture goals and strategy. The teams focus on engaging with service members, veterans & their families, community helpers, organizations, communities and systems.

This position will have an essential role in the successful operation of an innovative statewide upstream veteran suicide prevention program, alongside the direct service, data & evaluation, communications, and management teams, with the 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. 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:

- An interest in working in support of the military, veteran, and family population.
- A master's or bachelor's degree in a relevant field and/or an equivalent combination of education and experience.



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- At least 3-5 years of progressive experience managing complex programs, projects and teams to ensure project goals and grant requirements are met.
- Experience and knowledge in social services, prevention and social determinants of health.
- Attention to detail with excellent organizational skills.
- Strong writing and editing skills.
- Experience with completing reports for public and private sector funding.
- Interpersonal 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 formulating actionable steps to get there.
- 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 and the ability to coach and support team members in their roles.
- Comfort with technology, including cloud-based platforms.

A TYPICAL DAY:

- Report to the Assistant Director.
- Manage four direct reports and their team members.
- Work with team members on ideas in the project incubator.
- Run daily and weekly virtual huddles with the Community Engagement team.
- Facilitate/chair meetings at the community level for events or initiatives.
- Meet with the leadership/management team to identify areas that need focus and develop solutions.
- Communicate with our project partners (federal, state, local) to discuss operations, planning, troubleshooting, etc.
- Participate in strategic planning sessions with key partners from the Governor's Office of Youth, Faith & Family, Arizona Department of Veterans' Services, VA, military bases, etc.
- Review daily, weekly and monthly data reports to ensure projects are on track.
- Meet one-on-one with team members about their projects and initiatives. Provide coaching and feedback to help team members develop their skills.



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- Write, edit and review program/project documents, work products and reports.
- Other special projects and initiatives as needed.

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 will be required with all travel expenses covered.
- Conditions of Employment:
 - You must be legally authorized to work in the United States.
 - 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.