



## **POSITION POSTING: Program Specialist**

The Arizona Coalition for Military Families is looking for the right person to join our team as a **Program Specialist**. The Program Specialist will support implementation of key initiatives focused on reducing the disparity in suicides for Arizona veterans. This includes team and event support, participant tracking, data reporting and other tasks to support projects, events and initiatives.

**EMPLOYMENT TYPE:** Full-time

**LOCATION:** Team member must be located in Arizona. The position is hybrid (primarily working from home with regular statewide travel 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.
- 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 implementation partners for our initiatives.
- A high comfort level and interest in interfacing with partners, team members and community members 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.



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### **A TYPICAL DAY:**

- Report daily to the Be Connected Coordinator/Trainer.
- Provide support to team members for implementation of initiatives.
- Provide event support virtually and statewide including planning, set up, execution and follow up.
- Track program participants and ensure follow up actions take place as needed.
- Interface with community partners and community members, providing customer service and assistance.
- Assist with data reporting.
- Monitor and approve membership to the interactive community platform
- 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 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>



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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.

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.