



SAFE STATES ALLIANCE POSITION DESCRIPTION

Job Title: Program Coordinator
Position type: Part-Time (24 hours per week), Temporary (November 2019 – September 2020)
Location: Continental United States (Candidate will have remote working arrangement)
Compensation: \$26.44 - \$28.85 per hour

Organization Description

The Safe States Alliance is a national non-profit organization and professional association whose mission is to strengthen the practice of injury and violence prevention. Formed in 1993, Safe States Alliance is the only national non-profit organization comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States is committed to diversity in the workplace and is an Affirmative Action/Equal Opportunity Employer. Safe States operates virtually, and all employees work in remote telework positions. Candidates will be required to maintain a home office according to Safe States policies.

This position is made possible through grant and contractual funding that is scheduled to end by September 2020. While Safe States will make every effort to secure continued funding to maintain this position, this position may be eliminated on September 29, 2020.

Position Description & Responsibilities

Under the supervision of the Safe States Alliance Deputy Director, the Program Coordinator will be responsible for coordinating aspects of the following programs:

- *Engaging Business and Injury and Violence Prevention Professionals In Reducing the Burden of Injuries and Violence*
- *Developing a Blueprint for the Future of the Core State Violence and Injury Prevention Program (Core SVIPP)*

Coordination activities will include supporting environmental scans to inform programmatic activities, developing programmatic resources for external audiences, managing program timelines, and planning for group convenings. Additional duties may be assigned based on skills and need.

Skills & Qualifications

A successful applicant for this position is a highly motivated and flexible individual that can think critically, work independently, and can exhibit the following skills/qualifications:

- A Bachelor's degree in a social science field and a minimum of 2-3 years of work experience (Public health knowledge, education, and/or experience preferred)
- Injury/violence prevention knowledge and experience are strongly preferred;
- Demonstrated ability to coordinate multiple projects simultaneously from planning through completion;
- Ability to multi-task, problem solve and manage timelines for project deliverables and reports;
- Strong organizational skills, good attention to detail, and excellent oral/written communications skills;
- Self-motivated and able to work independently in remote working environment; and
- Ability to travel periodically.

Deadline to Apply

Please submit your cover letter, resume, and a writing sample by **September 26, 2019** to <https://www.surveymonkey.com/r/F3TZKF8>.

Questions about this opportunity can be submitted to Safe States Alliance Deputy Director Sharon Gilmartin at Sharon.gilmartin@safestates.org. Incomplete applications will not be considered.