



THE BASICS

Title: Program Specialist

Reports to: Director of Community Engagement

Pay Status: Salary

JOB SUMMARY

The Program Specialist is responsible for performing a variety of activities in the community to raise mental health awareness and prevent suicide for populations with increased need. The position's primary focus is to perform outreach, build community relationships with local entities (schools, nonprofits, businesses), and implement programming to support suicide prevention efforts in targeted populations. The focused efforts include facilitating programming presentations, covering vendor booths, and coordinating youth initiatives. Other supportive tasks include assisting with foundation events and supporting fundraising initiatives.

JOB DUTIES

1. Main Position Duties

- Perform outreach to develop and implement new programming partnerships in targeted areas of Omaha affected by increased rates of suicide and mental health challenges.
- Track outcomes through ongoing evaluations and data collection for grant initiatives and annual impact reports.
- Conduct regular ongoing suicide prevention and awareness presentations to serve community members, focusing primarily on local areas with increasing rates of mental health disparities.
- Represent the foundation at community booths/events to promote awareness of suicide prevention and mental health resources.
- Assist with the development and enhancement of customized suicide prevention and mental health-related curriculum for outreach presentations.
- Lead the Youth Advisory Council by recruiting and engaging diverse high school students and assisting with the group's ongoing initiatives and campaigns for suicide prevention.
- Support and assist in implementing all foundation events as they arise.
- Represent The Kim Foundation by serving on various committees, panels, and planning groups, building an ongoing professional network, and raising community awareness of the foundation's mission and resources.
- Attend conferences, training workshops, and various professional development opportunities to build knowledge, skills, and best practices for mental health and suicide prevention.
- Provide direct programming support for initiatives focused on youth and suicide prevention.

2. Systems & Tools

- Demonstrate proficiency in utilizing computer systems/applications (i.e., MS Office, Outlook, Internet) to satisfactorily perform the job functions and duties associated with the position. Knowledge in Salesforce is desired, but not necessary.

3. Other

- Assist in suicide prevention initiatives within the local area as needed.
- Represent the foundation at various awareness and educational events, fundraisers and conferences.
- Document outcomes and activities through established systems for tracking outcomes and impact.
- Complete grant reports, marketing materials, and articles for the newsletter as needed.
- Assist in day-to-day administrative tasks and office coverage as needed.

4. Behavioral Competencies

- **Attitude & Effort:** Displays a willingness to learn, accepts coaching/feedback, and practices the effort/activity required to succeed.
- **Customer Satisfaction:** Provides prompt, quality service to internal and external customers. Creates effective working relationships. Works to resolve issues effectively and professionally.
- **Teamwork/Cooperation:** Builds relationships with co-workers and supervisors by helping others, offering assistance, and supporting what's best for the team/department.
- **Time Management:** Prioritizes job duties and organizes work responsibilities efficiently by planning.

5. Mission & Values

- Portray the foundation's mission and value statements in all business conversations, transactions, and decisions.

6. Perform other duties as assigned by the Manager or as the situation dictates.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong public speaking skills for facilitation of programming for diverse age groups and populations.
- Establish working relationships with employees, clients, and community representatives.
- Organize workload, multi-task, and work with a sense of urgency and efficiency.
- Strong organizational skills and detail-oriented work style.
- Proficiently use MS Office software applications and the Internet.
- The ability to work a flexible schedule with evening/weekend hours.
- Utilize a touch-tone telephone, view a PC screen, and demonstrate proficiency in basic Windows operations.
- Knowledge and experience developing curriculum to engage youth and families.
- Ability to speak and write professionally in Spanish and English a plus.

EDUCATION & EXPERIENCE

- Preference of two years of experience working with youth and family populations in underserved communities.
- Preference of two years of experience in direct service in education or another related field.
- Bachelor's degree in education, psychology or a related field is required.
- Master's degree related to mental health a plus.

WORK SCHEDULE & ATTENDANCE

- Employee will follow the work schedule assigned by the Manager and must comply with the attendance and punctuality requirements established by their department. A typical Program Specialist schedule consists of 40

hours per week, Monday – Friday. The ability to work a flexible schedule with evening/weekend hours is expected.

WORK ENVIRONMENT

The position will be performed indoors in normal office working conditions. Noise levels are generally quiet and sitting/walking requirements are frequent to constant. The duties of this position must be performed in a company approved work facility/location.