



THE BASICS

Title: Program Specialist

Reports to: Director of Programming

Pay Status: Hourly

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 implement programming for youth and families within the local schools and community to support suicide prevention. This role is primarily a youth-facing facilitator and relationship-builder, with secondary responsibilities in outreach and program support. The focused efforts include facilitating workshops and peer-to-peer afterschool programming, representing The Kim Foundation at vendor booths, and supporting community youth initiatives. Other supportive tasks include assisting with events and tracking participant progress and outcomes. Success in this role looks like strong youth engagement, consistent program delivery, and meaningful relationship-building within schools and the community.

JOB DUTIES

1. Main Position Duties

A. Youth and Family Program Facilitation (Primary)

- Conduct regular ongoing suicide prevention and mental health awareness training sessions serving community members, focusing primarily on underserved youth and families.
- Support the engagement and retention of all TKF youth program participants through ongoing communication, relationship building, and resource connection.
- Co-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 outside of school.
- Review and update suicide prevention and mental health-related curriculum and activities for training areas of need, in collaboration with programming team.
- Attend conferences, training workshops, and various professional development opportunities to build knowledge, skills, and best practices for facilitating mental health and suicide prevention programming.

B. Community Outreach and Engagement (Secondary)

- Perform outreach to develop and implement new programming partnerships in targeted areas affected by increased rates of suicide and mental health challenges.
- Lead student recruitment and enrollment into peer to peer suicide prevention programming at OPS high schools.
- Represent the organization and its programming at community booths, parades and events to promote awareness and distribution of suicide prevention and mental health resources.

- Support and assist in implementing all foundation events, including conferences, EmPOWER Youth Summit, annual fall event, Chalk It Up, and other events and initiatives as they arise.
- Serve on various committees, panels, and planning groups, building an ongoing professional network, and raising community awareness of the foundation’s mission and resources.

C. Administrative and Programming Support (Tertiary)

- Track outcomes in TKF’s case management system using ongoing data collection to support grant initiatives and annual reporting.
- Support the implementation of ongoing programming initiatives focused on youth and school mental health support and suicide prevention.
- Develop support materials for trainings and outreach initiatives with programming team and provide content for the foundation’s newsletter as needed.
- Assist in day-to-day administrative tasks and office coverage as needed.

2. Systems & Tools

- Demonstrate proficiency in utilizing computer systems/applications (i.e., MS Office, Outlook, SharePoint, Canva, Zoom/Teams) to perform the job functions and duties associated with the position.

3. Behavioral Competencies

- **Attitude & Effort:** Displays a willingness to learn, accepts coaching/feedback, and practices the effort/activity required to succeed.
- **Interpersonal Skills:** Provides prompt, quality service to internal and external stakeholders. Creates effective working relationships. Works to resolve issues effectively and professionally.
- **Teamwork/Cooperation:** Builds relationships with co-workers and supervisors by accepting feedback, working collaboratively, offering assistance, and supporting team and organizational strategic goals.
- **Time Management:** Prioritizes job duties and organizes work responsibilities efficiently by planning.
- **Engagement & Presence:** Demonstrates an engaging, positive, and energetic facilitation style that fosters connection and participation among youth and community members.

4. Mission & Values

- **Compassionate Resource:** Support The Kim Foundation’s mission, acting as a supportive and compassionate resource for those affected by suicide and raising community awareness to reduce stigmas.
- **Prevention and Hope:** Participate in ongoing learning to offer informed evidence-based education and resources to promote mental wellness and prevent suicide.
- **Community Collaboration:** Develop and steward positive community partnerships and collaborations to support local suicide prevention initiatives.
- **Inclusivity and Resilience:** Using cultural humility and inclusion to support hope and resiliency across all populations,

5. Perform other duties as assigned by leadership 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, youth participants, 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, Teams, Canva, zoom, and SharePoint.
- Utilize and view a PC screen and demonstrate proficiency in basic Windows operations.
- Knowledge and experience facilitating curriculum to engage youth and families.
- Knowledge and ability to use and edit Canva presentation slides.
- Ability to speak and write professionally in Spanish and English a plus but not required.

EDUCATION & EXPERIENCE

- Preference of two years of experience working with youth and families in a direct service role.
- Bachelor's degree is preferred.
- Demonstrated experience working in and building relationships within historically underserved communities, with a strong understanding of community strengths, cultural context, and barriers to care.

WORK SCHEDULE & ATTENDANCE

- The 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. Flex time will be provided for evening and weekend programming commitments. This role requires frequent evening and occasional weekend availability, as most youth programming occurs outside traditional business hours. Flex time will be provided for evening and weekend programming commitments.

WORK ENVIRONMENT

The position will be performed indoors in normal office working conditions. Noise levels are generally quiet and sitting/walking requirements are frequent. The duties of this position must be performed in a company approved work facility/location, including schools within OPS, youth serving organizations and community partner locations. A background check will be performed annually to maintain compliance with youth serving partners.