



**Vacancy Announcement
Program Scheduler / Part-time**

Chaucie's Place works passionately to empower the community to end child sexual abuse and youth suicide by offering research-informed and evidence-based, high-quality prevention programs so all children can live free from harm and to their highest potential.

Chaucie's Place is seeking a part-time Program Scheduler to coordinate child abuse prevention education programs in schools in Central Indiana. Hours vary and are flexible generally during the hours of 7:00am – 4:00 pm.

RESPONSIBILITIES

The Program Scheduler is responsible:

- To coordinate the schedule for all adult and youth child abuse prevention programs to maintain consistency.
- To work with school liaisons to coordinate schedule for Child Lures, Teen Lures, and Smart Steps programs.
- To work with volunteers and paid presenters to provide coverage for all scheduled programs.
- To work with volunteers to ensure data collection and entry.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in education, social work, counseling, psychology, or a related field preferred; or a combination of experience, education and/or training
- Minimum of three (3) years of professional experience.
- Demonstrated knowledge of and experience with computers and common software programs such as Microsoft Office (Excel, Outlook, Word).
- Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of the public, including school administration, community groups, volunteers, and staff.
- Demonstrated ability to communicate effectively, work under pressure, manage deadlines, maintain accountability and work independently and creatively as part of a cooperative and coordinated team.
- Must be responsible, dependable, well-organized, and demonstrate strong work ethic.
- Attention to detail and ability to coordinate multiple schedules.

Reporting Structure and Position Status

This is a part-time position reporting to the Director of Programs. The average hours per week for this position are 20-30 hours and will vary based on program scheduling. This position has no direct supervisory responsibilities. Starting compensation is \$15/hour.

Please send your cover letter, resume and references to:

Melissa Peregrin, Executive Director - Chaucie's Place
melissa@chauciesplace.org