

Vacancy Announcement

Smart Steps™ Program Coordinator

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

Chaucie's Place is seeking a full-time Smart Steps™ Program Coordinator responsible for the delivery and overall success of the program.

PROGRAM DESCRIPTION

Smart Steps: A Body Safety Program for Children™ is a prevention and education program that teaches elementary school-aged children that their bodies belong to them, it is okay to say "NO!" to unwanted touches from anyone, to tell a trusted adult, and abuse is never their fault. These messages of empowerment will affect these children for a lifetime, as well as their friends and siblings, and their own children one day.

RESPONSIBILITIES

The Program Coordinator is responsible:

- To initiate and set goals for the program according to the strategic objectives of the organization's strategic plan.
- For marketing, managing and implementing the program to school districts and youth serving organizations in Central Indiana.
- To train, manage and supervise a pool of volunteer instructors in cooperation with the Volunteer Coordinator.
- Identify new opportunities and be the liaison between Chaucie's Place and those school districts and youth serving organizations.
- To develop budgets and operations.
- To periodically update program content and expand the program to other age groups and populations.
- To serve as a liaison to the program's research partners working toward evidenced based certification.
- To plan the program from start to completion involving deadlines, milestones and processes.
- To prepare reports to update the status of the program for the Executive Director and the Board of Directors.

MINIMUM QUALIFICATIONS

- Master's degree in a related field is required along with and a minimum of three years of professional experience.
- Demonstrated knowledge of and experience with computers and common software programs such as Microsoft Office.
- Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of the public, including community groups, volunteer board and committees, staff and media.



4607 E 106th Street, Carmel, IN 46033
Ph. 317.759.8008 Fax 317.844.5277
www.chauciesplace.org

- Demonstrated ability to communicate effectively, present to groups, 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 have high integrity.

SALARY

Salary commensurate with education and experience.

APPLICATION PROCESS

Interested candidates are asked to submit a cover letter and resume electronically to Dr. Jack Powell, Executive Director at jack@chauciesplace.org.