



Position: Program Specialist I

Organization: Community Advocates for Family & Youth (CAFY)

Department: Victim Services

Location: 9201 Basil Court, Largo, MD 20774

Position Description: Community Advocates for Family & Youth (CAFY) is a full victim services nonprofit working to prevent, support and educate about violence and victimization located in Prince George's County, Maryland. CAFY offers a range of services with a diverse professional staff to help victims (adults, children and family members) with both short and long-term needs to assist in moving survivors and co-victims of crime on the path towards healing. CAFY seeks a self-motivated, solutions driven and community involved person to join our team.

This is a lead position located in the Victim Services department of CAFY. The Program Specialist is responsible for developing community relationships, recruiting volunteers, coordinating team education and acting as team expert on SalesForce and other tools used by team. The Program Specialist will serve as the first point of contact for all types of questions and CAFY stakeholders in order to grow awareness of CAFY's services.

This is an exempt position.

Position Overview:

- Think broadly and strategically about CAFY's work and be detail-oriented and organized about the implementation and structures necessary to move CAFY's vision into reality.
- Develop thought leadership around specific topics/and current and emerging practices.
- Represent CAFY in professional associations and other public venues.
- Share in knowledge reporting, communication and dissemination of information.
- Operate with excellence in mind in all matters and with the confidence to defend/debate ideas.

Responsibilities:

- Responsibilities center around community relationships, volunteers, fundraising and other opportunities.
- Work to pace and drive organization development, including analysis and implementation of communities' relationships.
- Serve as the expert on SalesForce for the CAFY team.
- Develop an understanding of victim services, its needs and community partnerships.
- Own your contribution and actively participate represent CAFY and identify process improvements.



- Pull together, maintain and report out monthly data (statistical reports) to both internal and external stakeholders (Police, Office of the State's Attorney, etc).
- Identify, disseminate, and track internal and external training opportunities for the CAFY team.
- Identify best practices and improve internal systems with an eye toward future needs.
- Recruit, interview and support those interested in volunteering for CAFY.
- Performs other duties as assigned.

**Minimum
Qualifications:**

- Bachelor's degree with experience in project management, victim services, outreach and/or advocacy.
- Excellent verbal and written communication and presentation skills required.
- Community engagement experience.
- Experience in creating solutions and solving problems.
- Detail-oriented, excellent teamwork skills and possess an open mind regarding cultures, religions and sexuality.
- Excellent time-management skills.

Required Skills:

- Proficient in computer use as well as Microsoft Office Suite.
- Experience with Salesforce.

Requirements:

- Must be willing to submit to a background check.
- Valid driver's license and reliable transportation helpful

Benefits:

- 4-day work week.
- 11 Holidays.
- Paid advocacy certification.
- Position on-site with local travel.
- Paid holidays and accrued vacation up to 23 days.
- Mileage reimbursements for statewide travel.
- Continuous training opportunities.
- Supplemental health benefits and 403B.

Apply: Application deadline is October 12, 2015 by 5 pm.

Applicants must submit a cover letter and resume to info@cafyonline.org with "Program Specialist" as the subject of your email.