



Ohio Field Associate – Full Time

About Sandy Hook Promise

Sandy Hook Promise (SHP) is a national, nonprofit organization based in Newtown, Connecticut. We are led by several family members whose loved ones were killed in the tragic mass shooting at Sandy Hook Elementary School on December 14, 2012 that claimed the lives of 20 first-graders and 6 educators. SHP is focused on preventing gun violence (and other forms of violence and victimization) BEFORE it happens by educating and mobilizing youth and adults on mental health and wellness programs that identify, intervene and help at-risk individuals. SHP is a moderate, above-the-politics organization that supports sensible non-policy and policy solutions that protect children and prevent gun violence. Our intent is to honor all victims of gun violence by turning our tragedy into a moment of transformation. For more information, visit www.sandyhookpromise.org

Position Summary

Our organization has experienced tremendous growth since its inception five years ago. Within the last five years, we have trained over 5.5 million youth and adults in all 50 states in our four, no-cost, [Know the Signs](#) Programs and we are expanding quickly throughout the country. We are looking for a full-time, fast-paced, detail-oriented individual who is experienced in logistics and event coordination to support our partnership with the Ohio Department of Education (ODE) to bring SHP's Safety Assessment and Intervention Program to approximately 3,500 K-12 schools in Ohio. To read more about Safety Assessment and Intervention, please click [here](#).

The Ohio Field Associate is dedicated to ensuring successful planning and execution of over 150 Safety Assessment and Intervention trainings throughout Ohio over the next 2.5 years. This position requires tenacious follow-up and follow-through to schools and school districts, a keen eye for the details and understanding of what makes an event successful from all perspectives—the trainers, the attendees, the districts themselves, and our key stakeholders. The Field Associate will also help track/report on all implementation, sustainability and impact metrics for this project. The Field Associate will work from a remote or “mobile office” and reports to the Ohio School Outreach Coordinator. 50-.75% travel throughout Ohio will be involved with some travel requiring an overnight stay. SHP offers a competitive salary based on experience, benefits, paid holidays and vacation.

Primary Responsibilities

- Work with ODE, school districts, and the Ohio School Outreach Coordinator to manage the following aspects of the event planning and execution: secure training locations, solidify logistical needs, assist with event registration, coordinate with district contacts leading up to the event, and assist with materials
- Recruit and confirm from a pool of certified trainers and ensure they have proper transportation and lodging (if necessary), and have the necessary logistical details for each event
- Work with ODE and districts to ensure schools are registered as a SAVE Promise Club prior to training implementation
- Attend trainings to help with logistics and serve as an SHP ambassador

- Help manage all tracking/metrics and work closely with ODE, the Ohio School Outreach Coordinator and SHP National Grant Manager to ensure reporting requirements are met and that districts have the proper tools to report and track progress

Required Skills and Experience

- 1-2 years of experience in administration and/or event planning and coordination
 - Specifically, can provide clear examples of successful planning and logistics management
- Unafraid of using the phone and making frequent contact with districts
- Past experience in customer service or service related field, demonstrated experience building and sustaining relationships
- Highly proficient in technology and systems management – demonstrates proficiency in database management, email merge, Outlook, excel and CRM systems
- Extremely detail oriented, well-organized, and can manage multiple moving parts and deliverables all at once
- Demonstrated ability to work from a mobile office and manage logistics and communications while traveling
- Demonstrated ability to create, implement and sustain systems

Core Qualities

- Can understand the big picture while being able to execute in the day-to-day
- Impeccable follow-thru and follow-up
- Highly organized, able to keep track of relationships, outreach, key deliverables, and progress
- Technology proficient, unafraid, and agreeable to utilizing internal systems/tools
- Resourceful and a problem-solver who believes “if there’s a will, there’s a way”
- Brings a sense of urgency with a focus on getting to a “yes”
- Strong team player—leans on the talent of the team, steps up to help the team as needed, knows when to pull in manager, accessible and highly responsive to colleagues and stakeholders, embraces multiple methods of communication, does not require multiple reminders to complete work or accountabilities
- Embraces and values diversity of all kinds, does not shy away from it, is open to conversations about racism and equity, and is comfortable working cross-culturally and cross-community
- Diplomatic, able to effectively work with educators and administrators, volunteers/promise presenters
- Strong self-starter who is comfortable and able to remain highly productive with minimal supervision
- Looks for potential hiccups, bottlenecks, or obstacles to success. Seeks solutions early on and appreciates each as a lesson learned
- Believes in “mission over me”
- Good self-awareness, knows themselves, takes feedback well, is okay saying no, and asks for help when overwhelmed or uncertain

People of color, LGBTQ individuals, women, and people with disabilities are strongly encouraged to apply.

To Apply

Please send resume, cover letter and salary requirements to jobs@sandyhookpromise.org. Applications will be reviewed immediately and the position will be open until filled. No phone calls please.