

## **Program Coordinator**

### **About Cybercrime Support Network (CSN)**

CSN is a 501(c)(3) public-private non-profit collaboration created to meet the challenges facing millions of individuals and small businesses affected by cybercrime. CSN is a fast-paced, growing organization that serves those impacted by cybercrime by offering support for reporting, responding to and recovering from cybercrime. We are building an organization filled with people on a mission to make a difference. We are looking for team members who get energized by working with others to meet their goals and make an impact.

### **About the position**

CSN has launched a Military & Veteran program to help the military community recognize, report, and recover from cybercrime. In this new role, the Program Coordinator will execute activities of the Military & Veteran Program under the direction of the Executive Director of the Military & Veteran Programs. America's service members, veterans, military spouses, survivors, and their families are disproportionately targeted for online crimes that can have a devastating impact on their personal and financial well-being, and our national security. This position has quantitative and qualitative metrics that will be measured to determine success. Candidates must have a passion for CSN's mission to serve people impacted by cybercrime and the military community. The CSN team works remotely and candidates must have an office space with working wifi and phone service.

### **Essential Duties and Responsibilities:**

- Carry out activities and tasks to reach established goals and metrics for the military and veteran program.
- Maintain relationships with collaborative partners and cultivate new ones.
- Identify opportunities for partnerships with individuals and organizations aligned with our mission and vision.
- Assist in identifying and developing engagement opportunities with future and current partners.
- Coordinate and execute defined engagement and outreach activities conducted via email and phone with the potential for in person engagements.
- Ability to represent CSN to key stakeholders, partners and the general public including leading training programs and webinars.
- Work collaboratively with other CSN departments to accomplish tasks and activities that require cross-functional support.
- Commitment to embrace CSN's policy on servant leadership.
- As an evolving position and program, candidates must be flexible to perform other duties as assigned.

### **Required Experience and Skills:**

- Minimum of two years experience in military and veteran community engagement
- Ability to organize and prioritize time and tasks with minimal direct supervision
- Excellent organizational and interpersonal skills
- Excellent oral and written communications skills including public speaking
- Analytical and problem-solving skills
- Ability to research, analyze, evaluate, and present information that is relevant to our mission
- Experience with project and events management
- Highly motivated, self-driven, and independent with the ability to function as part of a team
- G-suite knowledge or a willingness to learn

### **Desired Experience & Skills**

- Degree in business administration, business management, marketing, communications or related field from an accredited institution
- Basic knowledge of cybersecurity and cybercrime
- Ability to navigate various social media platforms
- Experience developing trainings a plus

Veterans and military spouses are highly encouraged to apply.

Please visit [fightcybercrime.org/military](http://fightcybercrime.org/military) to learn more about the Military & Veteran Program.

CSN is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, physical and mental disability, genetic information, marital status, sexual orientation, gender identity/assignment, citizenship, pregnancy or maternity, protected veteran status, or any other status prohibited by applicable national, federal, state or local law. Candidates must be legally authorized to work in the United States on a full-time basis.

**Qualified applicants can send their cover letter and resume to [recruiting@cybercrimesupport.org](mailto:recruiting@cybercrimesupport.org).**