



Program Specialist

Administrative Services

Search by job title, state role title, location, department, payband, etc.

Search

Jobs Near Me

Program Specialist

5024505

Salem, Virginia, United States, 24153

Department of State Police

Administrative Services

Full-Time (Salaried)

Closing at: Sep 20 2024 at 23:55 EDT

* Department of State Police

★ Add to favorites

⚙️ View favorites

Title: Program Specialist DSP02583

State Role Title: Prog Admin Specialist I

Hiring Range: Negotiable and commensurate with experience.

Pay Band: 4

Agency: Department of State Police

Location: Salem, Virginia

Agency Website: vsp.virginia.gov

Recruitment Type: General Public - G

Job Duties

About the Position:

The Virginia State Police (VSP) is seeking to hire a Program Specialist in our Public Relations Office, Youth of Virginia Speak Out About Traffic Safety (YOVASO) Program located in Salem, Virginia. The successful candidate will create and cultivate relationships with schools, youth groups, and organizations to increase participation in the Department's YOVASO Program throughout the Commonwealth of Virginia; develop and evaluate traffic safety educational programs, project-based learning initiatives, and curriculum for schools, youth groups, and peer-to-peer clubs; develop leadership training curriculum for students and adult sponsors to equip them with the skills necessary to lead YOVASO clubs and/or peer-to-peer traffic safety programs in their schools and communities; and will work with other YOVASO staff to market YOVASO initiatives, develop new concepts, plan and implement events and conferences, and provide resources and services on a statewide level. This position is based at Division VI Headquarters, 3775 West Main Street, Salem, VA.

About the Agency:

We are seeking to expand our diverse team of change makers and innovators. As a member of the VSP family, you would make a difference by serving every city, county, town, resident, and visitor of the Commonwealth through supporting our vast public safety mission. Challenge yourself to make a difference today by applying for a career with VSP!

VSP embraces inclusion and diversity in our workforce and in the protection of all people. We embrace our tradition of professionalism and excellence, and we are excited for our future as we continue our journey to become a best-in-class state government agency. We are firmly committed to our family-like culture and are seeking to expand our team.

Minimum Qualifications

- Working knowledge of public-school systems, youth-related advocacy programs, leadership development programs, and/or other direct work with youth advocacy groups; and of educational standards of learning and of event and/or conference planning.
- Demonstrated ability to communicate orally and in writing in English; to develop, implement, write, and evaluate educational instructional materials and curriculum; to work a flexible work schedule; to travel throughout the Commonwealth, including some weekend and overnight travel; and to represent the Department and YOVASO on various traffic and public safety committees and projects.
- Experience working with youth-related advocacy programs.
- Experience working at a professional level with school administrators, teachers, and students.
- High School Diploma or GED equivalent.

Additional Considerations

N/A

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

Elements of the selection process include the screening of application(s); the interviewing of qualified candidate(s), to include pre-employment testing, a presentation and/or a work sample, if applicable; salary negotiation(s) if applicable; a background investigation; and a medical evaluation if applicable. The anticipated duration of the pre-employment process is determined by the successful completion of the above items.

Applications, cover letters and/or resumes shall only be accepted on-line through the PageUp recruitment management system at <https://jobs.virginia.gov> and must be received by 11:55 P. M. on September 20, 2024. Please limit resumes to four pages and cover letters to one page. Any additional attachments received in excess of this will not be considered. PageUp provides a confirmation of receipt of your application, resume and/or cover letter submitted successfully. Please refer to your PageUp account to check the status of your application for this position. For questions, please contact the Employment Unit of the Human Resources Division at civilianemployment@vsp.virginia.gov.

The Department of State Police is an Equal Opportunity Employer. Our policy is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity or expression, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, parental status, political affiliation, or any other categories protected by applicable federal, state, or local laws.

REASONABLE ACCOMMODATIONS ARE AVAILABLE UPON REQUEST

(V)alor (S)ervice (P)ride

The logo for YOVASO is displayed in a bold, sans-serif font. The letters 'YO' are in a dark teal color, 'VA' is in a medium green, and 'SO' is in a bright lime green.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer**