

Veteran Leader Corps

E-grants Recruitment System Position Description Template

This is NOT an official position description and is for recruitment purposes only. Host sites should create an unabbreviated position description that is to be signed by the Corps Member.

Program Name	Veteran Leader Corps: Illinois Department of Veterans' Affairs
Position Title	Communications Specialist – Veteran Employment Support (Chicago, IL)
Position Start Date	October 6, 2014
Position End Date	September 4, 2015
Contact Name	Ryan Yantis, Communications Manager
Contact Number	(312) 814-0778
Contact Address	James R. Thompson Center 100 West Randolph, Suite 5-570
City, State, Zip	Chicago, IL 60601-3219
Contact Email	Elisabeth.pennix@illinois.gov ; Ryan.Yantis@illinois.gov
Education Level	Minimum: High School Diploma or GED equivalent Preference: B.A./B.S. Degree or Associate Degree – Communications, Journalism, English Liberal Arts preferred.
Languages	English
Age Requirement	18
Give a brief (2 line) description of the program <i>The statement will be the first line seen at my.americorps.gov</i> (max: 200 characters or less)	The Illinois Dept. of Veterans' Affairs (IDVA) is a state agency dedicated to empowering veterans and their families to thrive. This is accomplished through program administration, advocacy, policy development, and partnership.
Enter your program description (max: 1500 characters or less)	IDVA has been granted a Veteran Leader Corps member in IDVA's Chicago Office. The mission of this member is to actively collaborate in developing, expanding, and promoting and raising awareness of services specifically related to veteran employment, networking, outreach, job training and volunteer opportunities. The IDVA Veteran Leader Corps member will work with IDVA leadership, staff members, and other VLC partners to support and implement a broad range of short-term communications and engagement measures and long-term strategic initiatives that assist returning service members and veterans in accessing gainful employment and job training opportunities.

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What will your Veteran Leader Corps Member(s) do? *(1000 characters or less)*

- Assist in public relations / marketing outreach efforts to target audiences (individual veterans and their families; military personnel and family members, general public) state-wide about veteran job readiness and support issues, and available volunteer projects and opportunities.
- Assess the needs and assets of the community aims to serve with a special focus on employment and workforce readiness issues;
- Engage target audiences through a blend of social media engagement, traditional outreach, event support and influencer engagement, in coordination with the Communication Manager;
- Coordinate outreach efforts and event logistics in support of veteran hiring events, activities and training events, state-wide (Mission: Military 2 Manufacturing and Mission: Veterans 2 Entrepreneurs programs., etc.);
- Assist with outreach activities, and participant recruitment relating to the Women's Vetrepreneurship Program; Women Veterans Program, and Illinois Joining Forces
- Assist individual veterans and family members as required.

Specific Skills Needed

- Public relations / journalism experience;
- Strong written and verbal communication;
- Highly proficient with Microsoft Office Suite;
- Event coordination;
- Research;
- Social media outreach experience with Facebook and Twitter;
- Electronic newsletter layout and publishing;
- Multitasking in a fast-paced environment;
- Exercising sound judgment and sensitivity with high-level and/or confidential information; and
- Strong knowledge of veteran challenges and policies a plus.

You may send this your candidates to apply.

Go to the AmeriCorps Portal: <https://my.americorps.gov/mp/login.do> and click Apply to Serve and search for the title of this position: Veteran Leader Corps: (Your Host Site Name Here)