

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	IDVA Employment Support Specialist & IJF Program Manager (Chicago)
Position Start Date	October 6, 2014
Position End Date	September 4, 2015
Contact Name	Elisabeth Pennix
Contact Number	312-814-7258
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
Education Level	Minimum: High School Diploma or GED equivalent Preference: B.A./B.S. Degree or Associate Degree
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 (max: 200 characters or less)</i>	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, 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)	<ul style="list-style-type: none"> • Manage IJF outreach efforts to member organizations, prospective members, local service providers, and individual veterans and their families; • Assess the needs and assets of the community IJF aims to serve with a special focus on employment and workforce readiness issues; • Provide limited administrative assistance to the IJF Executive Committee, including note taking at meetings, contacting Executive Committee members, and supporting the Chair and Co-Chair with nominal administrative support; • Coordinate and promote the activities of the ten issue-focused Working Groups; • Oversee and update content on the IJF Interactive Website; • Assist individual veterans and family members in accessing services and appropriate referrals; • Coordinate outreach, marketing, social media and recruitment efforts and event logistics for veteran hiring and employment events as related to the Women Veterans Program and Women's Vetrepreneurship Program.
Specific Skills Needed	<ul style="list-style-type: none"> • Project management; • Written and verbal communication; • Highly proficient with Microsoft Office Suite; • Event coordination; • Research; • Social media outreach experience with Facebook and Twitter; • Multitasking in a fast-paced environment; • Exercising sound judgment and sensitivity with high-level and/or confidential information; and • Knowledge of veteran employment challenge and policies a plus.
You may send this your candidates to apply.	Go to the AmeriCorps Portal: https://my.amerikorps.gov/mp/login.do and click A to Serve and search for the title of this position: <u>Veteran Leader Corps: (Your Host Site Name Here)</u>

Field Code Changed