**Overall: Central Illinois Region - Education, Outreach, and Community Engagement Specialist is responsible for the implementation of initiatives focused on education, outreach, and community engagement for and Service Members, Veterans, and their families (SMVF) and community based, local governments, and VA service providers.**

**Community Engagement**

* Implement community engagement plans (VSC and Partnership Models) and strategies to ensure involvement of the SVMF community, including but not limited to implementation of campaigns and community engagement tactics that advance IJF’s objectives.
* Identify, mobilize, and build relationships with key SMVF communities across the Central Illinois region with special attention and sensitivity to highly vulnerable, at risk, and marginalized populations.
* Develop and strengthen relationships with community, local government, and VA service providers within your designated region to grow IJF’s referral network.

**Community Education and Outreach**

* Contribute to the development and implementation of an outreach schedule throughout the Central Illinois Region.
* Attend and present at community events, such as stand downs, resource fairs, education, and training workshops.
* Assist with the planning, development, and implementation of regional summit and resource fairs.

**Requirements:**

* Bachelor’s degree in human services or related field. (Preferred)
* Minimum of two (2) years’ experience working in a non-profit environment.
* Demonstrated knowledge and experience in working with veterans; sensitivity to veterans-related needs and issues.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Strong attention to detail, excellent organizational skills, and the ability to provide efficient, quality service to both internal and external partners.
* Exceptional verbal and written communication and active listening skills.
* Strong time management skills along with problem solving skills and ability to manage multiple projects concurrently, establish workload priorities, and meet deadlines.
* Solid interpersonal skills along with the ability and willingness to respect and value the differences and perceptions of different groups/individuals.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

* Valid Driver's License, and the physical ability to operate a car.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

* Ability to travel statewide and locally up to 50% of the year.