



Community Outreach Liaison

About Illinois Joining Forces:

Illinois Joining Forces (IJF) is a statewide, public-private network of veteran and military serving organizations. We collaborate in person and online to help service members, veterans, and their families identify and marshal resources and services available to them throughout the state.

Collaboration among our member organizations is critical to successful execution of the IJF mission. However, if we are to truly provide value and impact to Illinois Veteran and Military families we must excel in areas where there are gaps today. In particular, IJF focuses on identifying the specific needs of our constituents (service members, veterans, and families; SMVF) through and online and personal communications process. This is critical in truly understanding the FULL need which sometimes is much more than initially thought. IJF also serves as a clearinghouse for the data collected so that multiple forms and intakes from our member organizations can be managed in one single place. Most important, we provide referral follow-up and feedback to both the veteran service organization and the veteran so that we can be confident that we fulfilled the stated and agreed upon need and also collect feedback on our performance so that we are continuously improving our services.

Project Scope:

Illinois Joining Forces works with the “ABCD” (Asset-based Community Development) model for community outreach. This essentially means that our outreach and program managers go out to local communities to help them develop better programming and initiatives for their local veterans. We have 17 Veteran Support Communities across the state of Illinois, and it is a priority for us to stay active and involved in each one. The New Sector Summer Fellow will support community outreach by conducting environmental scans to identify partners and resources in communities across Illinois.

Responsibilities:

The Summer Fellow will be working closely with our Director of Veteran Support Community Development. S/he will help provide extensive environmental scans of local communities. Specifically, the fellow will help locate key partners in the community, both corporate and political. Once these are determined, s/he will make the proper introductions between potential partners and our team to build sustainable relationships. The Fellow will be focusing on the following key tasks over the summer:

Task 1 (20%): Work with the IJF team in determining areas in the state with the most fragile Veteran Support Communities to locate where we need to focus our attention.

Task 2 (20%): Connect our Director of Veteran Support Community Development with key partners in the community and set up introductions between them.

Task 3 (60%): Conduct environmental scans and draft environmental profiles of each community to help our team build and strengthen partnerships in each of the identified communities long-term.

Qualifications:

- Proficient in the use of Microsoft Office Suite tools, particularly Word and Excel
- Experience in community outreach and coordination
- Ability to present proposals to Director-level employees
- Willingness to work in a fast-paced environment while multi-tasking
- Strong work ethic and affinity for teamwork

**Preference for students or recent graduates in business, political science, community development, or other related fields.