



## **POSITION POSTING: MVCN Liaison**

The Arizona Coalition for Military Families is looking for the right person to join our team as a Military/Veteran Community Network (MVCN) Liaison. This is a part-time contractor position.

The MVCN Liaison will have an essential role in coordination of our northern, central and southern Military/Veteran Community Network teams. The effectiveness of the person in this position will have a direct effect on collaboration and implementation of key initiatives that impact Arizona's service members, veterans & their family members.

### **WE HAVE:**

- A nationally-recognized partnership of amazing public and private sector organizations.
- A team of people truly passionate about making a difference in the lives of Arizona's service members, veterans and their families.
- A strategic plan and innovative approaches for creating community change in support of all those who serve and their families.

### **YOU HAVE:**

- A passion for working in support of the military, veteran and family population.
- The people skills to work with our community of partners and employers.
- Extreme attention to detail with your writing (no spelling or grammar mistakes) and tracking of tasks, emails requiring response, etc.
- Excellent follow through on your to-do list and our implementation plans.

### **YOU MIGHT ALSO HAVE:**

- Familiarity with military, government and community partner organizations and systems involved in serving the military, veteran and family population.
- High comfort with web-based applications and technology.
- A bachelor's degree or an equivalent combination of education and experience.

### **A TYPICAL WEEK:**

- Coordinate scheduling and hosting of key stakeholder convenings, including the Military/Veteran Community Network teams and others.
- Work with principals to develop agendas in advance of meetings.
- Attend meetings and take detailed minutes.
- Track and conduct follow up on action items from meetings, either implementing tasks or following up with those responsible.
- Maintain communication with members of boards and councils before and after meetings.



## POSITION POSTING: MVCN Liaison

### IMPORTANT INFO

- We anticipate 12-20 hours per week for an initial 3-month period with the possibility of an extension.
- This is an hourly contract position based in Phoenix. You will be issued a 1099 at the end of the year. This position does not include benefits.
- Periodic in-state travel will be required and reimbursed.

### TO APPLY

- The first review of candidates will take place 12/15.
- Please email your resume along with a letter of interest telling us why you are a great fit for the contractor position to [info@arizonacoalition.org](mailto:info@arizonacoalition.org).

**To learn more about the Arizona Coalition for Military Families, visit [www.ArizonaCoalition.org](http://www.ArizonaCoalition.org).**

*The Arizona Coalition for Military Families is a nationally-recognized public/private partnership focused on building Arizona's statewide capacity to care for and support all service members, veterans, their families and communities through cross-sector collaboration between the military, government and community. The fiscal sponsor for ACMF is Technical Assistance Partnership of Arizona, an Arizona nonprofit and 501(c)(3) tax exempt organization.*