



## **POSITION POSTING: Roadmap Coordinator**

The Arizona Coalition for Military Families is looking for the right person to join our team as a Roadmap Coordinator. The Roadmap Coordinator will have an essential role in advancing implementation of our key employment initiative, the Arizona Roadmap to Veteran Employment. The effectiveness of the person in this position will have a direct effect on how service members, veterans and their family members are connected to resources, employment and career advancement opportunities.

### **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 addressing unemployment, underemployment and career advancement within Arizona's military, veteran and family population.

### **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.
- Attention to detail with your writing (no spelling or grammar mistakes) and tracking of tasks, emails requiring response, etc.
- The ability to stay focused and organized when there are many different tasks requiring your attention.
- The drive to see projects through implementation to completion.

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

- Experience and knowledge of the workforce system, veteran employment and transition.
- 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 DAY:**

- Reaching out by phone or email to organizations from around the state to engage them as Arizona Veteran Supportive Employers.
- Meeting with prospective employers by phone or in person to complete the partnership application process.
- Helping employers create their online profiles and post career opportunities.



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- Serve as the liaison to employment key stakeholders and the Arizona Transition Assistance Program Council. Work in coordination with representatives of the employment system and military installations.
- Interact with service members, veterans & family members to guide them to available career opportunities.
- Meeting with the Coalition team to strategize on next steps toward implementation.
- Conduct evaluation activities on Roadmap programs and initiatives.

### **IMPORTANT INFO**

- This is a full-time position based in Phoenix with regular business hours and some flexibility required for occasional events in the evening and on weekends.
- In-state travel will be required and reimbursed.
- This position is full-time with Technical Assistance Partnership of Arizona, fiscal sponsor of the Arizona Coalition for Military Families and includes a benefits package.
- This position is grant funded.

### **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 Roadmap Coordinator 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 Empowerment Systems, Inc., an Arizona nonprofit and 501(c)(3) tax exempt organization.*