



## Be Connected Career Specialist

**Employer:** Arizona Coalition for Military Families / Technical Assistance Partnership of Arizona

**Employment Type:** Full-time, hybrid (must be an Arizona resident and live near Davis-Monthan AFB, Ft. Huachuca, or Luke AFB)

### Position Description:

The Arizona Coalition for Military Families ([www.ArizonaCoalition.org](http://www.ArizonaCoalition.org)) is a nationally recognized public/private partnership focused on the 500,000+ service members, veterans and their families who call Arizona home. The Coalition has an exciting opportunity available for a motivated individual. We are currently seeking passionate and tech-savvy individuals who are comfortable presenting information in one-on-one and group settings to assist service members, veterans and their families across the state of Arizona. Career Specialists are responsible for briefing our military installation partners and supporting career seekers, both virtually and in-person, on their career navigation journey.

Be Connected Career Navigation connects career seekers with support and career opportunities, especially within our network of 200+ Arizona Veteran Supportive Employers. The Career Navigation team works in partnership to provide end-to-end support for all career seekers and employers, with the goal of the best possible matches to benefit both parties and Arizona's overall workforce. The goal is to complement and extend the resources and support provided by other military, government and community workforce programs.

### Position Duties:

- Conduct structured client contact and follow-up for the DoD SkillBridge program and career navigation clients according to program protocol
- Schedule and conduct one-on-one sessions with individual career seekers  
Assist with virtual and in-person resume workshops, career connections, and LinkedIn training
- Conduct briefings at DoD installations both virtually and in person, maintaining clear lines of communication with installation personnel and ACMF Program Manager
- Facilitate referrals to Be Connected support line to address social determinants of health
- Collaborate with the team on process improvement as needed
- Daily resume review, mock interview/salary negotiation, social media exploitation, LinkedIn branding
- Prepare the AZ Veteran Toolkit and Career Development Initiative applications and meet deadlines for submission to partner point of contact
- Perform administrative tasks as needed, ensuring clear communication to team

members regarding task completion

**Required Skills:**

- Effective communication skills, evidenced by a non-judgmental approach, active listening, and positive interaction; ability to effectively deliver a message or training in a public-speaking setting
- Must be a skilled user of Microsoft Office and GSuite (Google Sheets & Drive, in particular), virtual sessions (Zoom, Meet, Teams), intermediate CRM functions, and Trello or similar for project management tasks
- Service Orientation: Actively look for ways to help clients, collaborate across departments, and aid others in small and large projects
- Active learning: Understand the importance of new information and implementing it for current strategic and future problem solving and decision-making processes
- Active listening: Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and listen for understanding, not for responding
- Critical thinking: Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, and approaches to problems

**Experience and Education:**

- Bachelor's degree and 3-4 years of teaching, recruiting, client care, or workforce development experience
- Service member, veteran, or family member status is preferred and/or extensive experience working with the military or veteran population
- Must have experience working either remotely or autonomously in a previous role, either paid or volunteer
- Exposure to and comfortable with key performance indicators (metrics related to turnaround times, case aging issues, etc.)

**Benefits:**

- Remote workstation provided, internet and cell phone stipends for positions not reporting to ACMF office daily. Vision, dental, disability and life insurance benefits are available, and a generous stipend is provided in lieu of health coverage. 403(b) plan with 6% employer contribution (regardless of plan participation). Vacation, sick/mental health time, and paid time to vote and serve on jury duty offered to all employees. Additionally, all travel and mileage expenses incurred by employees are reimbursed.

**To apply, submit a resume and cover letter at this link:**

<https://form.jotform.com/210734302207038>

ACMF/TAPAZ is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Applicants must be fully vaccinated against COVID-19 to be considered for these roles, with proof of vaccination required upon hire.