**Overall: The Education and Outreach Manager is responsible for community engagement and education for and Service Members, Veterans, and their families and community based, local governments, and VA service providers.**

**Community Engagement**

* Develop and implement community engagement plans and strategies to ensure involvement of the SVMF community, including but not limited to development of campaigns and community engagement tactics that advance IJF’s objectives.
* Identify, mobilize, and build relationships with key SMVF communities across Illinois with special attention and sensitivity to highly vulnerable, at risk, and marginalized populations.
* Deepen relationships with community, local government, and VA service providers throughout the state to grow IJF’s referral network.

**Community Education**

* Under the direction of the Executive Director, create and conduct educational presentations centered around the warning sign recognition, suicide prevention and education of protective factors in the SMVF community.
* Participate in community events, such as education and training workshops
* Plan, develop, and implement regional summit and resource fairs.

**Requirements:**

* Bachelor’s degree in human services or related field.
* 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.