

# Job Proposal: Military Coordinator and Liaison

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PRESENTED BY:

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Hello!

Thank you for being here. Today's discussion will be about a job proposal for a Military Coordinator and Liaison. We feel that there is a need for this position at our company and we will explain why.

# Topics Of Discussion

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Challenge

History of Military Support

Current Military Support

Purpose of Position

Qualifications of Job

Reporting Structure

Budget

Guidance

This will be our topics of discussion.

## Challenge

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Large Military Community

Missed Hiring Opportunities

Several Events Are Repeated

Improving Community Engagement

Stresses Due to Current Economy and Pandemic

We currently have several challenges at our company. We employ a large military community. We are lacking in identifying exactly how many employees we do have and what capacity they are associated with our military community.

We are experiencing a turnover rate of 8% of employees overall and about 3% are military connected. We have approximately 65 open positions that require some specialized or more skilled experience. We currently work with 5 different military recruiting firms and at the present time, no one to coordinate all of them. We are also lacking in pairing up the resumes we receive with proper job openings.

We are very good at recognizing our military connected employees but we repeat several of these recognition events throughout the year with little coordination.

Our communities went through the process to be proclaimed as a Yellow Ribbon Community much like our company is proclaimed a Yellow Ribbon Company yet we don't collaborate with them on events or projects. There are several communities that are not proclaimed still support military members and our company.

Our current economic crisis and the recent pandemic issues have created a lot of stress to our employees. We do provide excellent services to our employees but we can do even more for our military community. Having a central location for all of these resources and having someone in charge of it will help us immensely.

# History of Military Support

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## World War I

- Barracks Windows
- Target Frames
- American Field Service Recreation Camp

## World War II

- Material Elimination
- Wooden Ammo Boxes

Our company has a rich history of supporting our military. We first made this apparent with our commitments to both World Wars.

## Current Military Support

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Current employees with military connections: 628

Military Employee Resource Network

Pay Continuation

Grants

Product Donations

Events

Hiring

Jared Allen's Home for Wounded Warriors

Minnesota Beyond the Yellow Ribbon

Challenge Coins

We currently do a lot more to support our military connected employees. The number listed is an estimate. As stated before, we don't have an accurate number of military members.

Our Military Employee Resource Network is very active in our company. There is a solid base of employee engagement but the employees that are engaged are also doing full time positions within our company.

The list of other contributions are items that you have previously approved and support. We are lacking in coordination of these items.

## Purpose of Position

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Track and Distribute Resumes From Military Recruiting Firms

- Interpret Military Resumes
- Place Military Members in Top Jobs

Work With Local Communities on Military Theme Events

Help Plan and Coordinate Internal Military Events

Liaison Between Community Organizations and Company Employees

Military Resources and Benefit Subject Matter Expert

Keep and Update Beyond the Yellow Ribbon Proclamation

We are proposing a new position called Military Coordinator and Liaison. This position will be responsible for the items listed. We feel that creating this position will not only improve the morale of our military community but will make our company more marketable to military connected applicants.

## Qualifications

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Current or Prior Service in the Armed Forces Preferred

Bachelor's Degree in Human Resources

5 Years Experience Working with Military Members and Their Families

Recruiting/Talent Acquisition Experience Preferred

Strong Communication Skills

Strong Problem-Solving Skills

Our qualifications are robust but we feel they will give us a robust applicant pool to choose from.

# Reporting Structure

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Chairman & CEO

SVP Chief HR Officer

Sr Director Human Resources

Director Human Resources

Human Resources Manager

**Military Coordinator and Liaison**

We feel that putting the Military Coordinator and Liaison under the Human Resources Manager will be a perfect fit. The HR department will be able to provide ample support for this position.

Our current HR department is typically the first place an employee goes if they are having personal or professional issues. They are typically the first place that an employee goes to for resources.



## Budget

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### Annual Base Pay

- \$80,000-\$120,000

### Annual Benefit Package Cost

- \$8,000-\$12,000

### Hardware and Software

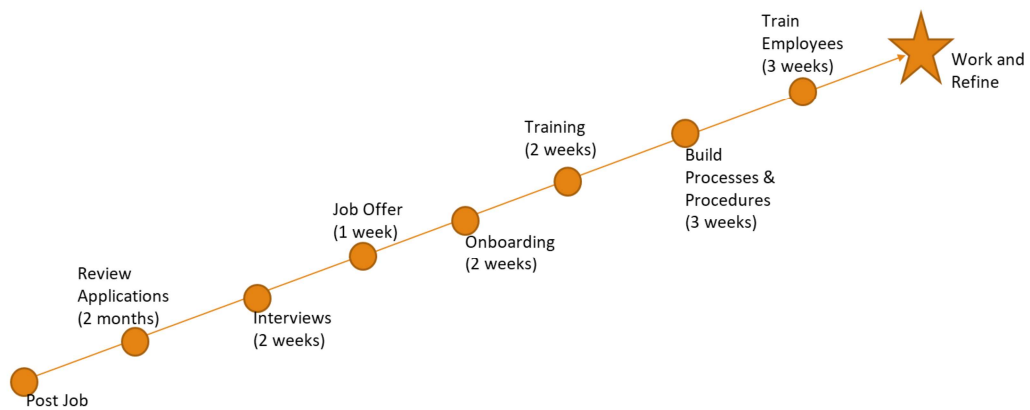
- \$1,000

Our budget is based on our current pay scales for the position of an HR Business Partner. We feel that the position we are proposing is parallel to a Human Resources Business Partner (HRBP). A HRBP falls under the Human Resources Manager.

The benefits package is also based on 10% of the employee's salary, which is an industry standard.

Our hardware request is based on a laptop, extended monitors, keyboard, mouse and headphones.

# Timeline



Our timeline is broken down to place achievable goals and results. We do realize that this timeline may need to be adjusted but we feel this is fairly easy to achieve.

# Guidance

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Leadership Support and Guidance

Thank you for your time today. We are optimistic at the possibly of this position. At this time we are able to answer questions for you and will take any feedback you would like to offer.

## References

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