

Military Coordinator and Liaison

Pay grade:

Location:MN (Fully In-Person)

XYZ CORPORATION SUMMARY

This would be a company summary for the potential applicant to read.

ROLE DESCRIPTION

This position will support our current and prior service military members and their families. The purpose of the Military Coordinator and Liaison is to provide information, referral, and outreach services to current and prior service military members and their families that work at XYZ Corporation. This position will also help coordinate and facilitate company and community connections and events that positively impact and bring awareness to the lives of current and prior service military and family members.

POSITION RESPONSIBILITIES

- Identify and track all applications and resumes of current and prior service military and family members.
- Interpret military jobs into XYZ Corporation open positions to properly place current and prior service military and family members.
- Identify and track all new current and prior service military members and their families that begin working for XYZ Corporation in their first 5 days of employment.
- Share XYZ Corporation Military ERN information and present challenge coins to all current and prior service military and family members.
- Identify all current and prior service military and family members that work within XYZ Corporation.
- Provide outside resources to assist with helping current and prior service military and family members.
- Work with HRBPs to create, inform, and update policies and procedures that assist current and prior service military and family members.
- Coordinate and facilitate events that bring awareness to current and prior military and family member issues.
- Work as a liaison with local community organizations to help support current and prior military and family members.
- Support and participate in Employee Engagement activities.
- Support respectful workplace.
- Other duties as assigned by Supervisor.

QUALIFICATIONS AND SKILLS

- Five years' experience working with military members and their families
- Bachelor's degree in Human Resources or related field or an equivalent combination of education and experience.
- Recruiting/talent acquisition experience preferred
- Ability to understand specific HR concepts with emphasis on staffing processes, internal HR policies, employment law and interviewing techniques or equivalent demonstrated skills and abilities.
- Self-motivated with very strong verbal and written communication skills.
- Strong personal computer skills including Microsoft office, HRIS applications, ATS and other talent acquisition research and sourcing tools preferred
- Strong problem-solving skills. Capability to analyze data and recommend solutions.
- Aptitude to analyze tradeoffs between internal and external selections/development.
- Strong communication, teamwork, problem solving and leadership skills.
- Dependability/punctuality.

CULTURE AND BENEFITS:

Description of company culture would be here.

Benefits include, and are not limited to:

- Medical/Dental/Vision/Life Insurance
- Health Savings Account contributions
- Paid holidays plus PTO
- 401(k) plan & contributions
- Professional development and tuition reimbursement opportunities
- Charity contributions
- Nationwide career opportunities

We look forward to seeing how your unique skills, background and experiences will inspire our team and help us continue to be the leader we are today.