Combat Boots to Cowboy Boots Outreach Coordinator
Nebraska College of Technical Agriculture - VISTA

Do you have a passion for rural America – agriculture and ranching! Want to take part in an amazing opportunity in preparing military service members and veterans to be leaders in agriculture!

Position: Combat Boots to Cowboy Boots Outreach Coordinator – AmeriCorps VISTA position

Reporting to: Nebraska College of Technical Agriculture

Location: Curtis, Nebraska – serving the state of Nebraska

Closing Date: All signed resume/cover letters must be submitted by 4:00 pm CST on Friday June 30, 2012.

Compensation: This is an AmeriCorps VISTA national service position. All participants will be reimbursed at the AmeriCorps VISTA member rate. For further information on AmeriCorps VISTA program refer to http://www.americorps.gov/for_individuals/choose/vista.asp Vehicle required.

Program: Combat Boots to Cowboy Boots is a University of Nebraska – Nebraska College of Technical Agriculture (NCTA) program designed to assist eligible military personnel, their families and armed forces veterans to become Farmers, Ranchers, and Business Entrepreneurs in their next careers. The overarching goal of this project is to "Strengthen Rural Nebraska by preparing military service members and veterans to be leaders in agriculture.

Job Purpose: To help veterans receive an education that will aid in the development of careers as ranchers/farmers and rural business owners that will settle in rural low-income communities ensuring the development and economic stability of these communities. The University of Nebraska – Nebraska College of Technical Agriculture VISTA project will expand and build the capacity of the Combat Boots to Cowboy Boots program, NCTA, and surrounding communities through the development of sustainable systems that target potential participants, mentor/partners and supports in the community.

To perform a wide variety of strategic lead and support functions; apply detailed program knowledge in developing and/or maintaining community resource contacts and/or in communicating information, preparing reports and being a liaison between the Nebraska College of Technical Agriculture and community entities. VISTA members will develop a strategic plan, as well as create and implement a sustainable outreach plan to increase participants as students and mentors; further develop the mentor/partnership portion; and build community systems that can support military families and veterans in the Medicine Valley region.

Areas of Responsibility:

- Assess marketing systems and develop a communications and outreach strategy to increase participation in Combat Boots and Cowboy Boots program
- Assess community assets and develop sustainable strategy for community systems to support military families and veterans in the region
- Records community information and data collection
- Performs liaison skills in various support roles
- Develop partnerships
- Performs outreach/recruitment/customer service related tasks
- 3 pillars: Wellness, Employment and Education

Functional Responsibilities: This position performs a wide variety of resource building functions.

The Combat Boots to Cowboy Boots Outreach Coordinator will compose letters, correspondence, and memos requiring independent judgment as to contest; compile and analyze information from a variety of sources to prepare reports; utilize word processing equipment and/or computers to create, process, and maintain a variety of documents, and schedule and coordinate arrangements for meetings and outreach.

The Combat Boots to Cowboy Boots Outreach Coordinator acts as a conduit between NCTA and external community/military entities. Candidate must be knowledgeable of research procedures, able to respond to inquiries and explain services.

The Combat Boots to Cowboy Boots Outreach Coordinator will have responsibility for data collection, including monitoring community contacts, facilitating meetings, successfully work with support staff and/or have lead work responsibilities.

This position can be expected to independently research, analyze, and compile information to prepare reports, compose correspondence for supervisors on own initiative or from general instructions; and format/type a variety of official and/or general correspondence and documents.

Knowledge of the military is beneficial, but not necessary.

An on-line application must be submitted by going to the following link and searching for Nebraska listings: Combat Boots to Cowboy Boots – NCTA
http://www.americorps.gov/for_individuals/ready/index.asp

All resumes and cover letters and/or questions should be submitted to Scott Mickelsen, NCTA Associate Dean, 404 East 7th St, Curtis, NE 69025, (308) 367-5253.

Individuals may also view the position by going to the AmeriCorps website:
https://my.americorps.gov/mp/listing/viewListing.do;jsessionid=07535fbd75548e7cddf04c099a408165c67c5647577ce5a53b40b1864f5539d1.e38NchiLb3yKai0Ma30Tb3mPbNiQe6fznA5Pp7ftolbGmkTy?fromSearch=true&id=44653 or the NCTA website: http://ncta.unl.edu/jobsatncta

This is an equal opportunity employer.

Knowledge/Skills Assessment (KSA).

Please provide answers and submit with your cover letter and resume to the following questions:

1) Describe your experience in researching and interacting with community organizations.
2) Are you a Veteran, Military Family Member associated with a Veteran?
3) Are you familiar with military rank and different types of military services?
4) What education and training have you had to prepare you for this position?
5) Describe your experience in working with minimal supervision.
6) Describe your knowledge level with Microsoft applications (Word/PPT/Excel)?
7) Describe your experience using virtual tools in communication opportunities.
8) Describe your experience with recruitment/outreach.