



Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.

Job Description: Veterans Outreach Project Coordinator (Full Time)

Lakeshore Foundation is currently seeking a Veterans Outreach Project Coordinator to lead our Veterans health and wellness program, with a primary focus on recruitment and program management, coordination of activities and project management. They will facilitate partnerships, methods for community engagement, maintain a calendar for outreach events and work closely with staff to plan and execute activities of the Lakeshore Veterans health and wellness program. Additionally, this individual will serve as a primary point of contact between internal/external stakeholders connecting Lakeshore with the local and national Veterans community.

Primary Responsibilities:

- Develop and recruit Veterans through a strategic community outreach and education program for Veterans and stakeholders across three tiers of programming for healthy living, sports, physical activity and exercise.
- Identify opportunities for innovative programming based on Veteran community needs and current trends.
- Facilitate focus groups and listening sessions with internal and external groups.
- Cultivate relationships across diverse communities and stakeholder groups.
- Work with the Communications Department to develop and implement a target marketing campaign for Veterans.
- Represent Lakeshore at conferences, events, meetings, or other public forums.
- Assist with evaluating data and analytics to aid in planning and delivery of health and wellness programs for Veterans.

Qualifications:

- Bachelor's degree in Public Relations, Communications/Marketing, Community Health, Social Work, or a related field.
- Experience working with Veterans or prior military service preferred.
- Experience in developing and administering community outreach programs.
- Must be motivated, flexible, detail-oriented, with strong organizational and team skills.
- Strong communication and presentation skills.
- Demonstrate ability to engage diverse consumers, community-based organizations, professional, legislative, and municipal stakeholders.
- CPR and AED required or obtained within 6 months of hire.
- Microsoft Office proficiency
- Lived experience of disability prioritized

Please forward resume and letter of interest by September 16, 2022 to Debbie Smith, debbies@lakeshore.org.
EOE