

Community Partnership Liaison Job Description

Reports to: President

The duties of the Community Partnership Liaison shall include overseeing all pertinent non-retiree community relations responsibilities including, but not limited to:

- A. All duties and responsibilities as listed in the most current Bylaws.
- B. Ensure open communication channels between other regional military supportive organizations and the VCC such as--
 - a. On-post: ACS, CYS, USO, Red Cross, BOSS, Outdoor Rec, Art Center, Craft Shop, FRGs, DLI language, Library, New Parent Support, Ed Center, SHARP,
 - b. Religious: CWOC, PWOC, Glace Church, Masons/Eastern Star
 - c. Off-post: VWOC, Caserma Pride, VFW, SOTAWOA, Vicenza, Vino Adventures, MOMS Club, Women Who Wine, Vicenza Women International, SMA, Sgt Morales Club, Vicenza Talents & Creatives, Gardening Club, US by Italy
 - d. Schools: PTSA, SAC, Boosters, Asilos, Italian Schools, Homeschoolers, Boy Scouts/Girl Scouts
 - e. Sports: Mako Sharks, Army Hockey Team, Ski Patrol, Hiking Club
 - f. Organize and attend quarterly meetings of the VMC Private Organization Council to address military organization partnership, calendar deconfliction and best practices
- C. Plan, organize and execute Super Sign Up Sin August
 - a. Work closely with ACS/MWR to ensure full Garrison agency support
 - b. Organize vendors with MWR
 - c. Secure community partner tables and take registrations
 - d. Work with volunteer coordinator for volunteer needs
 - e. Work with graphic design and social media for printing and publicity
 - f. Work with CE for school supplies
 - g. Work with hospitality for prizes and opportunities
 - h. Work with membership for membership drive and promotions
 - i. Work with FRG representatives for food booths
- D. Promote VCC events and accomplishments to key community leaders and supporters at VMC events, briefings or other community fairs.
- E. Handle invitations to VMC partners for any VCC "open to the public" events or provide the correct protocol information to the reservations chair.

- F. Promote the associate member option to appropriate military supportive individuals not eligible for membership based on any military affiliation or retiree status.
 - a. Recruitment
 - b. Hospitality

Participation