

DEPARTMENT OF MILITARY AFFAIRS
Lincoln's ChalleNGe Academy

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: RECRUITMENT, PLACEMENT and MENTOR (RPM) ASSISTANT

SALARY: \$3,705/MONTH

WORKSHIFT: Determined by the RPM Supervisor

LOCATION: Rantoul, IL

LCA #20-029

AREA OF CONSIDERATION: N/A

EXAMPLE OF WORK: Under the direct supervision of the Recruitment/Placement/Mentor Supervisor, performs specialized public relations tasks relative to cadets and mentors. Responsible for the continual recruitment of potential cadets and mentors, training of mentors, cadet orientation, and the building of community coalitions structured to assist in accomplishing the Lincoln's Challenge Academy overall mission. Other duties and responsibilities include, but not limited to, the following:

- Actively recruits potential cadets for attendance into the Lincoln's Challenge Academy. Responds to inquiries from potential applicants, distributes informational brochures and applications. Develops and coordinates informational programs and interviews potential applicants. Assists potential cadets with the completion of application packets, review of applications, and identification of qualified applicants. Maintains contact with cadets until matched with mentors. Evaluates and oversees data entry into the Cadet Tracking System.
- Coordinates with educational institutions, public and private agencies, and employers in the identification and recruitment of potential cadets and mentors. Establishes community coalitions and coordinates agreements with local and state agencies within the assigned region of responsibility for cadet and mentor recruiting and resource.
- Coordinates the identification and assignment of mentors based upon location, socioeconomic conditions, and overall compatibility. Conducts mentor training relative to the tenets of the mentoring program and duties and responsibilities related thereto, as well as ensure mentors are informed of and adhere to established policies and procedures.
- Establishes and maintains public relations and represents the Lincoln's Challenge Academy as a valuable community youth outreach program. Schedule, coordinate, and conduct informational programs and oral presentations.
- Frequent in-state travel required.
- Performs other duties as required or assigned reasonably within the scope of the duties enumerated above.

REQUIREMENTS: Requires the knowledge, skill, and mental development equivalent to four years of college and two years of administrative civilian or military experience.

Desired Qualifications: Bachelor's degree in a social services or sciences area or business administration, with course work in sales, marketing and public speaking.

(LCA #20-029 continued)

KSA's: Requires extensive knowledge and experience of the community and youth service network. Requires excellent oral and written communications skills, the ability to speak to both small groups and one to one counseling, and experience in customer service. Requires the ability to plan and organize both major projects as well as day to day activities. Requires the ability to perform job requirements independently. Must interact well with outside agencies and handle the public in a positive and sensitive manner. Must be able to work as a member of a team on joint projects. Requires ability to type varied and complex materials at 45 wpm. The position is primary sedentary; however, may requires being on feet for long periods of time. Requires ability to lift and carry 50 lbs., i.e., heavy boxes of files and supplies. Requires valid Illinois driver's license.

ALL APPLICATIONS MUST BE COMPLETE: Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD214 to their application.

DOCUMENTS THAT CANNOT BE ACCEPTED: Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

EMPLOYMENT STIPULATIONS:

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring a federal background check for computer access is required.

EQUAL OPPORTUNITY: The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

WHERE TO SUBMIT: Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: **www.lincolnschallenge.org**
Mail, email or fax documents to:

Lincoln's Challenge Academy
ATTN: James M. Campbell, Sr., Human Resource Manager
212 W. Borman Drive
Rantoul, IL 61866
(217) 761-1302
FAX: (217) 761-1385
james.m.campbell26.ctr@mail.mil

Date Posted: 24 July 2020

Closing date: 9 August 2020