

Position Description for Vicini Americani Community Liaison

- Purpose:** The Community Liaison supports the Vicini Americani program by helping to orient newly-assigned personnel and families to their local communities. It also supports community cohesion by providing a means for American neighbors to gather and share experiences.
- Location:** Volunteer will work from home and in their community
- Key Duties:**
- 1) Contact new families entering their community via e-mail providing welcome and basic community information.
 - 2) Maintain community Facebook site as a place to post basic community information, to ask/answer questions, post events and find neighbors.
 - 3) Conduct community gatherings (at least quarterly) to welcome new families and share community information.
 - 4) Attend quarterly meetings with Volunteer Resource Manager.
 - 5) Recruit and engage volunteers.
- Reports to:** Volunteer Resource Manager, 31st Fighter Wing Public Affairs
- Commitment:** One year term. Additional terms may be granted by Chief of Public Affairs based upon Volunteer Resource Manager and community input. The number of hours necessary will vary depending on the size of the community supported and the number of volunteers for that community.
- Qualifications:** Excellent communication skills; both verbal and written. Ability to function independently. Willingness to make connections with local leaders and community members. Ability to lead volunteers and delegate opportunities. Must be affiliated with Aviano AB through employment or spouse and have base access. Knowledge of Italian language is helpful but not required.
- Support Provided:** Volunteer Resource Manager will provide the information for families who request contact. PA will provide technical expertise for developing and maintaining a Facebook site and conduct training on posting acceptable materiel on official Facebook pages. PA and Volunteer Resource Manager will assist with and attend the first meeting between local leaders and community lead. Volunteer Resource Manager will hold quarterly meetings for all volunteers to interact, work out roadblocks and share success.