



VETERAN OUTREACH/WORKFORCE COORDINATOR



Full time position, daily travel across Pine Belt and Gulf Coast region, may require some travel (annually). VETERAN PREFERRED. Starting wage \$18 per hour. 36 hours per week.

ESSENTIAL DUTIES

- Outreach and recruitment of Veterans for the Homeless Veteran Reintegration Program
- Outreach to employers and stakeholders in the Veteran community.
- Employment and career counseling including vocational testing.
- Presents career information and related subject matter to veterans
- Guides veterans in their preparation to seek employment including transportation to interviews and other employment-related appointments.
- Provide information and make presentations to civic and other interested groups
- Develops and maintains needed procedures, forms, and operational records
- Maintains permanent records of veterans and related data
- Schedules veteran meetings, appointments, and interviews related to program
- Prepares informational bulletins and other types of publications
- Supports the other staff as needed
- Performs a variety of clerical tasks, such as data entry, filing and related duties

EXPERIENCE AND EDUCATION

Experience: Nonprofit Outreach and Marketing or Sales, Two years counseling, case management, monitoring, or related experience required involving training and job placement or other training/staff development.

Education: Bachelor's degree in career counseling, education, guidance counseling, Human Services or a related field, preferred. Degree requirement may be met by transferrable experience.

QUALIFICATIONS

Knowledge of: Modern office methods, procedures, and techniques; English usage, spelling, grammar, and punctuation; fundamentals of effective written and oral communication; veteran placement services and activities; principles of effective veteran, staff, community, and public agency relations; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Conduct the day-to-day activities of the program; understand and follow oral and written directions; organize information and make effective presentations; operate a micro-computer and computer terminal using related application software; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter filing systems; communicate effectively in oral and written form; establish and maintain cooperative working relationships.