

**Veterans Outreach Assistant
National Veterans Memorial and Museum (NVMM)**

The National Veterans Memorial and Museum (NVMM) in Columbus, Ohio represents a national initiative of profound importance for our nation's 20+ million living Veterans. There was previously no single monument or museum dedicated to the veteran's experience in the U.S. until today. With 30,000 square feet available for exhibit space, this new institution celebrates the service and honors the sacrifice of Veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired) as a gathering place for Veterans across the country, the museum opened to the public on October 27, 2018. NVMM presents the Veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

The NVMM seeks a Veterans Outreach Assistant to work with the Veterans Outreach Coordinator. Candidates must have excellent communication skills, proficient in PowerPoint and able to work in a creative fast paced environment. The schedule is typically Monday through Friday although occasional weekend and evening hours will be assigned. This is a temporary position with hours up to 29 hours per week.

ESSENTIAL DUTIES:

- Compile contact information and email distribution lists for local, state and national veterans' organizations.
- Assist with outreach to national veterans' organizations to identify and schedule speaking opportunities and participation in conventions and conferences.
- Assist with planning and support of the monthly Rally Point veterans breakfast event.
- Assist in developing presentations and talking points for executive leadership engagements.
- Provide planning and staffing support for veteran focused events and activities.
- Assist with developing regular communications to veteran organizations.

QUALIFICATIONS

EDUCATION: Bachelor's degree and a background in military service a plus. Working knowledge of veteran service organizations is preferred. The candidate must also have a collaborative professional philosophy, recognizing that this position is integral to the achievement of the goals and objectives of the Veterans Outreach initiatives of the organization.

KNOWLEDGE, SKILLS AND ABILITIES

COMMUNICATIONS SKILLS: Ability to communicate clearly, concisely and professionally both orally and in writing. Strong interpersonal skills a must.

PLANNING AND ORGANIZATION: Ability to manage several projects simultaneously, prioritize and plan work activities while meeting established deadlines. Strong organizational and time-management skills.

ANALYTICAL AND PRESENTATION SKILLS: Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail in order to achieve a high degree of accuracy.

TECHNICAL SKILLS: Proficient with Microsoft Office suite, especially PowerPoint.

LEARNING AGILITY: Independent and innovative self-starter who displays an ability to learn quickly and easily adapts to changing situations. Experience researching topics to gain knowledge and understanding when information gaps exist.

TEAMWORK: Ability to collaborate effectively with colleagues within the division and other units to gain full understanding of the project and the desired outcome; ability to produce high quality and consistent results with the assistance of team members; provide support to teammates involved in complex and special projects requiring additional resources and specific expertise.

NVMM Application Process

The National Veterans Memorial and Museum offers a competitive salary.

For consideration, please email a cover letter, resume, and salary history to jobs@nationalvmm.org. Please be sure to include the title of the position, Veteran Outreach Assistant, in the subject of the email. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

NVMM is an equal opportunity employer and does not discriminate against any applicant for employment or any employee because of age, color sex, disability, national origin, race, religion or military veteran status.