

Veteran & Community Outreach Coordinator

NATIONAL VETERANS MEMORIAL AND MUSEUM

The National Veterans Memorial and Museum (NVMM) is a new, soon-to-open cultural complex representing a national initiative of profound importance for our nation's 20+ million living veterans. Until now, there has been no single monument or museum dedicated to the veteran's experience in the United States. With 30,000 square feet available for exhibit space, this new institution will celebrate both the service and honor the sacrifice of all veterans and their myriad contributions to American society. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum is scheduled to open to the public in fall 2018. NVMM will present 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.

POSITION OVERVIEW

The Veteran and Community Outreach Coordinator (VCOC) manages community outreach programs and activities for the NVMM. The VCOC serves as a critical member of the team acting as a liaison between the Museum and veteran service organizations, governmental agencies, and community groups to guide organizational relationships toward an optimal engagement with the NVMM. The incumbent is responsible for creating and sustaining meaningful, trusted relationships with veterans, veteran service organizations (VSOs) nationwide, agencies of all 50 states, Washington DC and U.S. territories and federal agencies, and community organizations across the Ohio valley.

MAJOR DUTIES AND RESPONSIBILITIES

- The primary purpose of this position is to serve as the outreach staff member for the NVMM liaising with veteran service organizations (VSOs), government agencies and community groups.
- Facilitate outside organizations' access to the NVMM and its senior leadership
- Analyzes community needs to determine program opportunities, scope and goals. Tracks and reports data to substantiate efforts.
- Maintains relationships with community resources, referral sources, agencies, and associations.
- Maintains event and VSO bookings calendar.
- Coordinate with Visitor Experience branch to develop and fill educational programs and outreach activities for target audiences.
- Establishes and maintains outreach strategies
- Represents the NVMM in the public sphere, and may speak in public, make briefings at community outreach events, relevant organizations and to Military, Reserve, and National Guard personnel.
- Assist in the development of coherent, integrated, and unified communication plans.
- Performs other duties as assigned.

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Job Qualifications:

- Minimum of 3 years military experience with at least one deployment to either Iraq or Afghanistan preferred but not required.
- Experience working with people and/or advocacy work.
- Collaborative, team player, with a customer service orientation.
- Knowledge of Veteran Service Organizations and relevant landscapes.
- Experience working with governmental agencies and associated staff.
- Must have an honorable discharge (proof of DD 214 required).
- Must be able to and interested in travel, including owning and driving a reliable vehicle, and air travel; duties include working some weekends and evenings.
- Excellent communication skills including effective public speaking skills.
- Proficient in Microsoft Office suite applications.
- Must possess an ability to work in a complex, fast-paced, changing environment.
- Relentless dedication, high energy and total flexibility in scheduling and workload.
- Effective public speaking ability – must be comfortable speaking to large audiences as well.

Salary is commensurate with experience.

NVMM APPLICATION PROCESS

The National Veterans Memorial and Museum offers a competitive salary and a strong benefits package; Equal Opportunity Employer.

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