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## Veteran Transition Specialist

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### From

Chief Operating Officer

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### Position

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Reporting to an Office Manager, the Veteran Transition Specialist is primarily a service provider of Hire Heroes USA's programs to veterans. The Veteran Transition Specialist conducts veteran assessments, resume revisions, job search assistance, interview skills training, and Warrior Transition Workshops. A majority of the Veteran Transition Specialist's time will be spent interacting with veterans in person, on the phone, or via email, in order to educate the veteran on effective job search techniques, improve the veteran's resume, develop the veteran's interview skills, and assist with job placement, when able. The successful candidate should have military service or veterans outreach experience coupled with career counseling.

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### Responsibilities

- Conduct detailed Veteran intakes/assessments over the phone or in person
  - Develop a job search strategy for assigned Veterans
  - Develop or revise Veteran resumes in accordance with program standards
  - Identify Veteran job search shortfalls and train the Veteran accordingly
  - Assist with tracking program outputs and outcomes
  - Recommend updates and improvements of all Veteran Program training material
  - Maintain quality, accuracy, and privacy of assigned Veteran information in the Hire Heroes USA content-management system
  - Conduct periodic follow up with assigned veterans in order to give additional assistance and remain apprised of their job search status
  - Participate in two-day Warrior Transition Workshops at military bases; instruct subject matter if needed
  - Develop knowledge through various certifications, classes, and professional publications
  - Work in coordination with Corporate Relations and Development staff to match suitable veterans with open jobs
  - Support organization events and fundraisers as needed
  - This position will involve travel within the United States up to 25% of the time
  - Perform other tasks as directed
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### Desired Skills and Experience

- Bachelor's degree or equivalent professional experience
- Excellent verbal and written communication skills
- Basic proficiency with Microsoft Office suite

- Ability to work independently or as a member of a team, while productively engaging with others at varying levels of seniority within and outside Hire Heroes USA
- High energy and passion for Hire Heroes USA's mission is essential
- Strong organizational and time management skills with exceptional attention to detail
- Ability to manage competing priorities and multiple project and initiatives at one time
- Successful candidates will have previously demonstrated uncommon maturity and selfless dedication to a cause or organization beyond themselves
- Previous military experience or transition assistance highly desired

All applicants must submit cover letter, resume, 500 word essay, and a completed employment application as one document to [careers@hireheroesusa.org](mailto:careers@hireheroesusa.org).

About this company:

#### MISSION:

Hire Heroes USA empowers US military members, veterans and spouses to succeed in the civilian workforce.

As a 501(c)(3) not-for-profit organization, Hire Heroes' services are provided at no cost to the veteran.

#### VISION:

Be the Nation's preferred veteran employment service organization through a relentless focus on personalized career coaching that improves clients' quality of life and strengthens the US economy.

#### CORE VALUES:

Integrity, Passion, Effectiveness and Collaboration

Headquartered in Alpharetta, Georgia, Hire Heroes USA has built a national reputation of excellence for its success at helping unemployed veterans find jobs – currently at the rate of fifty veterans confirmed hired every week.

Our team is comprised of military veterans – many with combat experience in Iraq and Afghanistan– and business veterans. That mix of military and civilian experience has proven essential to effectively training veterans in the skills of self-marketing and then networking them into good jobs with great companies.

The hallmark of the program is a personal approach where each veteran receives dedicated assistance from a highly-trained staff member in order to help them overcome barriers to employment.

Hire Heroes USA is an equal opportunity employer with a diverse workforce. We provide equal employment opportunities to all employees and applicants for employment without regard to age, race, color, religion, gender, marital status, pregnancy, sexual orientation, gender expression or identity, domestic violence victim status, national origin, ancestry, disability, genetic information, military or veteran status, or any other protected factor. This policy applies to all terms and conditions of employment, including, but not limited to recruitment, hiring, assignment, promotion, compensation, training, leaves of absence and termination. Sexual harassment or harassment based on other protected group status, as defined by law is also prohibited.

December 9, 2015