



Veterans Outreach Coordinator

Department of Veterans

Salary: \$60,204

This position is responsible for raising awareness of the Department of Veterans programs among veterans, municipalities, and other outside agencies. This role involves actively engaging with veteran communities to raise awareness, facilitate program participation, and foster volunteer involvement. The incumbent will also assist in the development and execution of special programs and initiatives. The position requires active engagement within veteran communities to enhance the Department of Veterans Services outreach and effectiveness. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over the work of subordinate staff.

TYPICAL WORK ACTIVITIES:

Promotes veterans programs to veterans, local municipalities, and related agencies through outreach efforts, marketing campaigns, and community events; develops and maintains relationships with veteran groups, community leaders, and organizations to increase awareness and participation in department programs; coordinates informational sessions, workshops, and events that help educate and engage the veteran communities; assists in the development, planning, evaluation and execution of veteran programs and future initiatives aimed at supporting veterans and enhancing community involvement; leads and monitors public relations efforts, including drafting news releases, media materials, and promotional content to highlight department programs, special events, and volunteer opportunities; builds and maintains relationships with regional media outlets; maintains records and prepares reports ensuring compliance with funding and contract requirements, while also providing valuable insights for future planning and program development; may assume the duties of the Director and/or Deputy in their absence.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree and one (1) year of military experience or experience working in a Veterans Services Organization;
- OR: (B) Associate's degree and two (2) years of experience as described in (A);
- OR: (C) Graduation from high school or possession of high school equivalency diploma and four (4) years of experience as described in (A);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE:

Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Candidates must be a Veteran of the United States Armed Forces Active Military or Active Reserve or National Guard with an honorable discharge.

Candidate must obtain Department of Veterans Affairs Accreditation within 12 months of appointment and must retain accreditation throughout employment.

Possession of a valid Driver License to operate a motor vehicle in New York State at time of appointment and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 8/06/2025.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer

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