

*SCORE is seeking a highly qualified Veterans Program Coordinator (VPC) who will be responsible for providing direct business service assistance to veterans in New York.*

*Candidates will have:*

- *Knowledge of veteran and military life.*
- *Eagerness to help returning veterans start and grow businesses*
- *Excellent public speaking and written communication skills*
- *Organizational and event planning skills.*

Primary Job Functions:

The VPC will be responsible for outreach and marketing campaigns to attract and enroll entrepreneurial veterans in a new Veterans' Entrepreneurship Program. This program involves a consortium of other direct service providers. The VPC will be evaluated on the strength of his/her ability to direct appropriate candidates through the application process.

Marketing/ Outreach

- Maintaining social media accounts, including LinkedIn, Facebook, Twitter
- Creation and management of email marketing campaigns
- Outreach to potential publicity partners
- Writing press releases and marketing materials
- Attend and organize veteran group meetings throughout the city

Client Services

- Interviewing client applicants
- Maintaining client records
- Coordinating referrals to other agencies
- Organizing and attending biweekly networking/ support sessions

Returning Iraq and Afghanistan veterans preferred.

Driver's license required.

Computer literacy required; Microsoft Office required; experience with Social Media platforms is a must.

Due to the nature of this position, some evenings will be required (2-3 nights/ week.)

Send resume and cover letter to [Jennifer.Jackson@score.org](mailto:Jennifer.Jackson@score.org) *No calls, please.*