



JOB POSTING

JOB TITLE: Outreach & Workforce Engagement Specialist 10.2026
STATUS: Full Time; Non-Exempt
REPORTS TO: Community Engagement Manager
PAY RATE: \$24/hour

PRIMARY FUNCTIONS:

- Serve as the lead for strategic outreach to veterans, currently serving members, and military families.
- Conduct presentations to employer ERG groups and hiring managers to promote veteran hiring and educate on the value veterans bring to the workforce.
- Establish and maintain ongoing engagement with local employers to build relationships, identify workforce needs, and promote VOC veteran hiring support services.
- Coordinate outreach to reserve and National Guard units, including readiness officers, family support programs, and recruitment offices.
- Partners with ESGR, DVOPs/LVERS, DOL reps, and workforce boards across 6+ counties.
- Build working relationships with local colleges, veteran student groups, and career development departments.
- Collaborate with the director and internal staff to support or co-develop networking events connecting veterans and employers, including those hosted by VOC.
- Represent VOC at community events, job fairs, and targeted events, including opportunities to table, speak, or engage in other forms of public representation.
- Serve as the primary coordinator for VOC's outreach presence at community and employer events, ensuring effective representation and engagement, except for events strictly managed by the fundraising team. Support collaboration in areas of overlap when appropriate.
- Maintain outreach to shelters through regular flyer/resource drops and act as a liaison between case management staff and VOC for veteran referrals.
- Assist in coordinating support for veterans at shelters who are ready to engage with workforce services.
- Collaborate with internal teams to assess and develop program services to meet the needs of higher-functioning veterans and military families.
- Lead or support pilot initiatives such as career-focused workshops for military spouses or family resource campaigns.
- Demonstrate commitment to the principals of the Sanctuary Model, which is used as a blueprint for clinical and organization change and promotes safety and recovery from adversity through the active creation of a trauma-informed community.
- Regularly attend professional networking events (e.g., chambers, rotary, women's networks).
- Collaborate with the director to develop and implement a tracking system to monitor outreach efforts and report on engagement outcomes.
- Collaborate with the director to identify opportunities for program growth and strategic partnerships.
- Maintain all paper and electronic records as needed; perform data entry tasks as assigned and provide coverage for outreach at special events and functions.
- Time will initially be split 85% towards HVRP & Workforce Development and 15% towards Advancement, with potential fluctuations allocating 80% HVRP & Workforce Development, 20% Advancement. The time distribution will correspond with grant cycle requirements.
- Support the mission of VOC, and collaboration both inside and outside of the organization.

SPECIFIC METRICS:

Workforce Development (WFD) Program

- (1) New WFD (Apprentice, Training Program, Internship, etc.) provider developed and enrolled into Apricot each month
- (1) New quality, veteran-focused employer developed and enrolled into Apricot each month

Homeless Veterans Reintegration Program (HVRP)

- Develop, plan, and execute a once-per-month outreach visit schedule with coordinated visits to assigned agencies:
 1. (5) (ODM, HOM, BH, SF, H&H) Homeless Shelters
 2. (4) Transitional Housing (Eaglestar(s), VOA, (Excludes RH)
 3. Monroe County DSS – Westfall Rd.
 4. (3) per month County VSA offices (each office 6 per year)
 5. (2) per month Veteran Social Clubs (Amvets, etc.)
 6. (3) per month Soup Kitchens
- Post or replenish VOC service materials at each visit.
- Connect directly with veterans during outreach visits.
- Maintain and update a roster of veterans previously or currently connected to each agency visited.
- Identify veterans who may meet HVRP eligibility criteria and connect them to the appropriate next steps.
- Refer veterans with identified needs to the appropriate VOC service departments.
- Complete remote intake and HVRP referral activity, when appropriate, for veterans who may be eligible.
- Complete Apricot case notes, intake records, outreach records, and required logs on a timely basis.
- Provide weekly update to Community Engagement Manager, Workforce Development & HVRP Programs Manager, and Advancement Director on outreach activity, upcoming outreach plans, and the number of HVRP referrals generated.

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience.
- Minimum 3 years of relevant experience in outreach, workforce development, or veteran services.
- Knowledge of military culture and veteran transition challenges.
- Strong interpersonal, communication, and organizational skills.
- Proficiency in Microsoft Office and ability to manage data entry and reporting.
- Valid NYS driver's license and reliable transportation for regional travel.
- Knowledge of community resources and services.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

***Veterans Outreach Center, Inc. is an equal opportunity employer.
Veterans of the U.S. Armed Forces are encouraged to apply.***