

The VFW Washington DC Office has a position opening as described.

DEPARTMENT: Communications and Public Affairs
JOB TITLE: Associate Director, Communications and Public Affairs
JOB LEVEL: 11B
STARTING SALARY: \$65,001, plus benefits

TYPICAL DUTIES AND RESPONSIBILITIES:

- Help integrate communications and public affairs activities between the VFW Washington Office and the VFW National Headquarters. Accomplish photojournalism and social media needs, to include still photography and videography, writing news and feature articles for VFW magazine and VFW.org, and live-streaming, tweeting and other assigned social media activities.
- Support National Organization goals by helping to implement an integrated public affairs program to promote, influence and improve internal and external public understanding of VFW principles, goals and achievements.
- Focus on promoting VFW legislative objectives, national veterans' service programs, and troop and family support programs, as well as the extraordinary achievements and best practices of VFW members and Posts via the news media, in the VFW magazine, and through social media.
- Help develop key messages and methods to communicate those messages to the organization's key audiences, to include policy makers, news media, partners, members, donors and the general public.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be VFW member-eligible to attend the National Convention as a member in good standing, and to represent the National Organization at regional and state meetings, as required. This position is exempt from FLSA.
- Position requires a bachelor's degree in journalism, public relations, mass communications or related field, plus a minimum of six years of public affairs or government relations experience. An advanced degree, as well as military and/or Capitol Hill public affairs experience, is desired.

NATIONAL HEADQUARTERS

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- Position requires strong written and verbal communications skills, and a successful track record of working with local, regional and national news media. **Must be able to** manage multiple projects simultaneously, meet deadlines, and work well under pressure. Must be able to work extended hours to meet the communications needs of all customers, as required.
- Must be proficient in the operation of digital still and video cameras, as well as file editing, transfer, and storage and retrieval. Position requires understanding of social media platforms.
- Position requires superior interpersonal skills and an analytical ability to develop, plan and execute public affairs programs that increase goodwill, support and public understanding of VFW goals, programs and initiatives.
- Must be a strategic thinker with good news judgment and excellent public relations skills. Position requires articulate as well as poise and confidence to deal with media, public and high-level government officials.
- Position requires knowledge of VFW programs and official positions on issues of importance to America's veterans, service members and their families.

WORKING CONDITIONS:

- Position functions in a normal office environment 80 percent of the time. Travel may be required, to include international travel on occasion.

Closing Date: September 10, 2019

Anyone interested in this opening should forward a cover letter, examples of your work and a resume to Danielle Heinisch, VFW Manager of Human Resources, at dheinisch@vfw.org.