



**Department of Pennsylvania Veterans of Foreign Wars
Public Affairs Officer
Job Announcement**

The Pennsylvania Department of Veterans of Foreign Wars is seeking applicants with professional experience to fill a part-time opening (1) for a Communications Specialist.

The chosen candidate will work out of the organization's Pennsylvania Headquarters office located in Harrisburg off the Union Deposit exit of Route 83.

Communication professionals with current or past military service are encouraged to apply, but persons without military service are also eligible for consideration.

Hourly pay and weekly schedule to be discussed during the interviews, but the position is expected to range from 20-25 hours per week.

A job description is included with this announcement. Samples of professional communications work (including news releases, speeches, print and online stories, event coverage, photography, basic print design) to be presented during interview.

The position is expected to start immediately after the final candidate is chosen. Cover letters and resumes should be emailed to: quartermaster@vfwpahq.org

For more information about the mission, programs and activities of the PA Department of VFW, visit www.vfwpa.org.



Department of Pennsylvania Veterans of Foreign Wars
Public Affairs Officer
Job Description

Maintaining communications with media outlets to promote the organization's mission and activities.

Respond to media queries, write news releases, and manage media engagements while acting as the spokesperson for the VFW.

- Update the Facebook page daily with VFW news, events, pictures and videos.

Helping develop and implement public relations campaigns to build support for the organization's mission or initiatives.

Coordinating with districts and posts within the organization to develop plans for events such as press conferences, community meetings, and fundraising events.

Developing relationships with local community leaders and businesses to encourage public support for the organization's activities.

Conducting interviews with government officials, House and Senate and other experts Military Affairs on topics relevant to the organization's mission.

Preparing reports on public opinion surveys, focus groups, and other research activities designed to measure public attitudes about issues of interest to the organization.

Creating content for the organization's website, social media accounts.

Conducting research on issues relevant to the organization's mission or activities.

Coordinating with local media outlets to arrange interviews with key staff members.

He or she will also be a skilled writer and communicator, with the ability to develop and execute strategic communications plans. Prepare testimony, speeches, correspondence, PowerPoint presentations and talking points for the line officers.

Other duties as assigned. At time, there will be weekend duty and travel requirements (such as Conventions, Testimonial/Retreats, Mid-Winter).