

Military Affairs Director

Position Summary:

The job of the Military Affairs Director is to monitor and evaluate local activities designed to assist servicemembers and military spouses transition into private sector employment. The Military Affairs Director works with the Membership Director to attract new members from among the large population of military HR practitioners exiting the military and spouses interested in pursuing careers in HR. Additionally, the Military Affairs Director collaborates with the Workforce Readiness Director to plan and encourage chapter involvement in activities impacting the workforce readiness arena.

Responsible To:

Members of the chapter
Chapter President

Responsibilities:

- Serving as advocate and program coordinator for military transitioning chapter activities. Recruit members to serve on committee to support these activities.
- Complementing the overall recruitment and retention efforts of the Membership Director to attract transitioning servicemembers and spouses to join the association.
- Identifying, and conceptualizing programs that will enhance the association's ability to promote professional development through education, networking, and volunteerism.
- Monitoring local activities designed to prepare veterans and military spouse transition into private sector employment and provide timely information on issues to the chapter president and state workforce readiness director.
- Supporting workshops and seminars that address military transitioning issues, such as those offered by Centurion Military Alliance (CMA), Joint Base San Antonio Alliance (JBSA), The Bexar County Military and Veterans Services Center and other similar organizations.
- Coordinating with the Professional Development Director to develop a veterans focused general membership meeting each November.
- Providing special recognition for chapter members, local companies, and local programs that champion veteran and military spouse hiring initiatives. This includes encouraging volunteer opportunities.
- Participating in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors' meetings and participating in chapter events.