

**US House of Representatives
Wounded Warrior Fellowship Program
Vacancy Announcement**

Job Title: Veterans Field Assistant

Member: Congressman Tim Walz

Office Location: Mankato, Minnesota

Date Needed: Immediately

Job Summary:

As a Veterans Field Assistant, assist the Veterans Field Representative with strategic outreach planning, development of legislative policy, event coordination and implement a coordinated communication plan related to military and veteran issues. Attend meetings as outreach as well as constituent requested meetings, coordinate responses to a wide range of veteran and military based requests. Liaise with local area leaders, service organizations and government agencies at the municipal, state and federal level. Help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates.

Job Duties and Responsibilities:

Conform to the duties and responsibilities outlined in the House of Representative's Ethics Manual, Office Employee Handbook and Strategic Plan. Report directly to the Veterans Field Representative, perform approved outreach engaging constituent groups and their leadership to identify public policy issues, discuss legislative objectives and foster collaboration through advanced outreach strategies. Identify and communicate possible legislative fixes to challenges faced by congressional district veterans to Veterans Field Representative, appropriate district and DC staff. Develop forward-looking events, town hall meetings and small group discussions to convey the office message and engage local residents. Build and maintain relationships with federal agency personnel relating to veterans and military issues. Ensure oral and written communication professionally represents the Congressman and the office. Serve as a facilitator between constituents and federal, state and local agencies as necessary. Perform other duties as assigned by the Congressman, Chief of Staff, District Director and Veterans Field Representative.

Requirements:

Program is limited to veterans who served on active duty since September 11, 2001 with less than 20-years service and a minimum 30% service connected disability rating from the VA. Working knowledge of U.S. Military and Department of Veterans' Affairs structure, procedures and policies is required. College experience is required degree preferred. Applicants must have excellent communication, organizational and teamwork skills coupled with a positive attitude and service-oriented personality.

Salary: Commensurate with experience.

Contact: Interested veterans may go to www.cao.house.gov to learn more about the program and may submit their resumes, DD Form 214 and letter from the VA indicating a 30% or greater disability rating to housewoundedwarriors@mail.house.gov.

Do not send resumes directly to the office of Congressman Tim Walz

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.