

**Veterans Specialist
New York, New York**

Do you have a passion for making a difference in someone's life? Are you looking for an opportunity to use your skills, experience and empathetic nature to work for a progressive, forward-thinking and family-owned company where creativity is encouraged? Are you goal driven? Then the Veterans Specialist position is for you! We are seeking a dynamic and team oriented individual to join our spirited team.

As Veterans Specialist, you will manage the overall process of recruitment and fulfillment of veterans for open positions. This includes working with the sales, partner and recruitment teams to determine places to recruit, working with the hiring client to understand their needs and screening potential candidates.

Successful Elements:

- Implement recruiting processes and initiatives
- Receive and review resumes of job applicants
- Screen applicants for job openings
- Attend job fairs, networking events and information sessions
- Develop contacts at various partner organizations
- Communicate with team regarding position openings
- Make suggestions of improvement to fulfillment/sales team
- Communicate with Senior Recruitment Manager and Senior Account Manager regarding all postings and openings
- Obtain all resumes and customer information forms for all applicants
- Build and coordinate a pipeline of qualified veteran (or veteran spouse) job seekers through recruitment events, reengagement of Individual Training Grant customers, Community Based Organization referrals, walk-in traffic, and direct advertising
- Work with Senior Recruitment Manager to plan, implement, and track customized recruitment projects to meet the specific needs of each business customer
- Assess jobseeker skills and job readiness
- Reach weekly and quarterly goals
- Track progress for weekly reports

Required Experience:

- Bachelor's degree
- Proficient in Microsoft computer systems
- At least five years of professional experience in recruiting, account management or a related business relationship management capacity
- Excellent communication, analytical and interpersonal skills
- A veteran or veteran's spouse with experience in or working knowledge of recruitment is preferred for the role, but not required

Bring your expertise to EDSI where you will be able to live our values every day: Show Up, Smile and Support!

[Apply via this link](#)