



Who are we?

The Pacific Battleship Center, doing business as the National Museum of the Surface Navy, is the fifth (5th) most popular tourist attraction in the greater Los Angeles area. Battleship IOWA provides the community with a platform for museum tours, veterans programs, educational opportunities, and a venue for special events and community efforts across a wide range of activities throughout the year.

What are we seeking?

A **Military and Veterans Affairs Manager**. This role is a full-time salaried position to manage the Veterans West (Military and Veterans Affairs) department, including the Veterans Resource Center aboard Battleship IOWA. This position is a member of the Veterans West Program Management team.

Veterans West is the branding used to identify the Veterans pillar of the National Museum of the Surface Navy. Veterans West at the Battleship IOWA was born of the organic shipboard environment that veterans of all branches of the military are attracted to and refer to as "home." Every day, the ship is a hub of activity for veterans who come to reconnect with a community that fulfills their core need to be part of something greater than themselves. Job fairs, transition services, educations programs, mentorship, volunteer, and other opportunities are hosted by Battleship IOWA and its strategic partners to make a profoundly positive and lasting impact on the lives of our veterans.

Minimum Expectations and Responsibilities

Primary Responsibilities

- Represent the organization as the public face for the Veterans pillar of the National Museum of the Surface Navy within the veterans community and at key community events
- Take ownership of and grow the Veterans West implementation of the [SkillBridge](https://skillbridge.osd.mil/program-overview.htm) civilian work experience for active duty service members (<https://skillbridge.osd.mil/program-overview.htm>)
- Collaborate with other departments to schedule and produce military ceremonies aboard Battleship IOWA
- Plan and execute the Veterans Day event (Veterans Day West) aboard the Battleship IOWA
- Collaborate with the Volunteer Services department to recruit, retain, and manage volunteers to assist with the operation and growth of the Veterans West department
- Collaborate with the Development department to seek grants and other program funding; assist the Development department with the preparation of RFP responses and grant applications.
- Manage department resources including personnel and finances efficiently
- Work with the senior management team to develop and execute department strategy
- Assist other Veterans West program managers as needed



Successful Candidates Will Have:

- The ability to interact easily with military members and veterans
- A deep understanding of the military / veteran community
- An innate comprehension of the importance of camaraderie and a sense of belonging
- Experience in planning and executing events and/or ceremonies
- Comfort in public speaking and public interactions on behalf of the institution
- A minimum of two (2) years managerial experience in military or civilian roles
- Excellent written and oral communication skills
- Creativity and motivation

Starting Salary Range

- \$62,400 - \$65,00 DOE

Schedule

- Flexible
- Monday - Friday

The environment is unique, the team is talented, the work is challenging, and the culture is fast-paced and fun.

Preference will be given to military members, including drilling reservists and veterans.

Shipboard administrative experience is a plus.