



King County

VETS 4 HIRE



Veteran Fellow Learning Opportunity Communication & Technology – Veteran Fellow

King County Department of Human Resources

SUMMARY

Apply your communications and technology skills as you learn about and gain experience in the Career and Culture Division (CCD) of the Department of Human Resources. You will learn and be involved in creating communication content, tools, and platforms to promote to all King County employees CCD services and workshops along with supporting our data analytic efforts. You will also be trained in and provide support in a variety of technology platforms in support of CCD workshops. This experience will be 40 hours/week, will work remotely and may be required to work onsite periodically beginning September/October 2022 at the [King Street Center Building](#) in Seattle. The position will last until approximately nine months to one year. **Projected start date: June/July 2022**

TO APPLY: Submit an application to the [Vets 4 HIRE Veteran Fellow – Various Fields job posting](#) AND include a cover letter which:

- Describes your interest in this specific fellowship opportunity.
- Explains how you meet the qualifications listed for this specific opportunity to include details of any experience or education as related to this opportunity.
- Explains how this specific opportunity supports your future career goals.

JOB DUTIES AND LEARNING OBJECTIVES

Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.

LEARNING OBJECTIVES AND PRACTICAL HANDS-ON EXPERIENCE will include:

- Assist in developing and implementing communication tools, channels, platforms and content to promote services and workshops offered by the Career and Culture Division, which is composed of [Career Support Services](#), [Learning and Development](#), [Balanced You](#), organizational development, and [Alternative Dispute Resolution](#). This would include writing blogs, newsletter articles and making website updates
- Understand and get experience in reaching a diverse employee audience
- Learn and develop expertise in the use of NEOgov LEARN, Zoom and MS Teams to schedule, manage the technology and coordinate the logistical details that will enable Career and Culture Division staff to deliver virtual workshops each month
 - Use LEARN to create workshops and class sessions, track attendance, run queries and create reports
 - Provide Zoom and MS Teams technology support for each workshop delivered by CSS. May be asked to provide Zoom/Teams support for other events offered by staff in the Career and Culture Division
- Learn about the Vets 4 HIRE Program and may assist in:
 - Data analysis and reporting
 - Conducting outreach to military installations and other community groups to promote the program
- Participate on and provide support to the [County's Veteran and Military Affinity Group \(VMAG\)](#) Leadership team
- Additional learning objectives and projects will be identified based on the unique interests of the individual

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE & SKILLS

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellow positions, this Veteran Fellow opportunity also seeks individuals who:

- Possess strong writing skills along with training and/or experience in the communication field
- Possess excellent interpersonal, administrative, organizational, and prioritizing skills
- Are adept in quickly learning and using new technology
- Have a keen attention to detail
- Possess strong skills with MS Office and ability to use Office 365
- Have demonstrated ability to take initiative, be self-directed, work independently on special projects, as well as contribute and work collaboratively as part of a team
- Have access to a reliable internet connection, possess the ability to work effectively from home and able to work at our [King Street Center office](#) as needed
- Has an interest in social media and promoting programs
- Ideally, possess intermediate skills with Excel and an ability to perform data analytics

SUPPLEMENTAL INFORMATION

WORK LOCATION and HOURS

This experience will be 40 hours/week, will work remotely until September/October 2022 and then may be required to work onsite periodically at the [King Street Center Building](#) in Seattle. The position will last until approximately nine months to one year.

COVID-19 VACCINATION REQUIREMENT

King County Executive Branch employees must be fully vaccinated against COVID-19. As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

COMPENSATION and BENEFITS

COMPENSATION: (Is based on highest military rank held OR education level.)

- Veteran Fellow I - \$18.58 - \$23.56 - High School graduate; or pursuing BA; or enlisted grade E1 – E3
- Veteran Fellow II - \$20.92 - \$26.52 - Possess BA; or pursuing Masters; or enlisted grade E4 – E6
- Veteran Fellow III - \$26.53 - \$33.62 - Completed Masters or Officer rank, or enlisted grade E7 – E9

BENEFITS

- .025 hours of sick leave accruals for each hour worked
- Medical, dental, and vision benefits (for the veteran and their qualifying dependents) for positions that are projected to work 30 or more hours per week (not available to positions projected to work less than 30 hours per week)
- ORCA bus pass
- Please note, veteran fellow positions **are not** eligible for vacation leave, holiday pay, or retirement programs



ADDITIONAL INFORMATION

- All Veteran Fellow participants will work jointly with their supervisor to develop an Individual Development Plan to clarify, regularly discuss, and jointly shape the participant's fellowship experience for mutual benefit.
- The Vets 4 HIRE Program Manager facilitates a monthly group meeting with Veteran Fellows as a way to connect with one another, share tips on different topics, and build comradery. Guest speakers will be brought in periodically.
- Veteran Fellows are encouraged to participate in King County's [Veterans and Military Affinity Group](#) to network with other employees at King County who have served or are currently serving in the National Guard or Reserve.
- Veteran Fellows are encouraged to participate in King County's [Mentorship Program](#).
- The Vets 4 HIRE Program Manager will meet individually with participants to learn more about their career goals and provide one-one coaching on how to effectively apply and interview for other positions at King County.



King County

Veterans, Seniors & Human Services Levy

The Vets 4 HIRE Program is funded in part by the Veterans, Seniors and Human Services Levy (VSHSL). The VSHSL promotes healthy living, financial stability, social engagement, housing stability and service system access for veterans, seniors, and vulnerable populations.

