



HURON COUNTY VETERAN SERVICE OFFICE

419-668-4150

185 SHADY LANE DR SUITE C NORWALK, OH 44857

Transportation/ Social Impact Coordinator (Part- Time)

The Huron County Veterans Service Office is seeking a dedicated Transportation Coordinator / Social Impact Coordinator to support veterans through transportation coordination and outreach initiatives. This part-time, in-person role plays a vital part in helping our veterans access critical resources and stay connected to the community.

Office Hours: Monday–Friday, 8:00 AM – 4:00 PM
Additional Hours: Occasional weekend and evening events
Veterans given priority per ORC

Key Responsibilities:

Transportation Coordination:

- Handle incoming transport requests; verify veteran eligibility, contact details, and appointment specifics
- Confirm transportation schedules and provide estimated pickup times to riders
- Manage driver schedules, review trip tickets, calculate hours, and prepare driver payroll
- Coordinate office vehicle maintenance and ensure accurate transport logs and statistics
- Complete required reporting for VA and Veterans Service Commission (VSC)
- Serve as a backup driver when needed
- Collaborate directly with VA transportation, voluntary services, and VA social workers

Outreach & Social Impact:

- Manage and create content for social media accounts related to veteran services and events
- Assist in maintaining and updating the organization's website
- Research and contribute relevant resources and information for newsletters and online platforms
- Support the Director in planning and executing events
- Develop and maintain partnerships with community organizations, veteran-owned businesses, and local agencies to broaden resources and outreach

To Apply:

Pick up an Application or
email

jhamilton@huroncountyvets.com

Deadline: May 30, 2025

Minimum Requirements

Honorable
discharge

Valid Ohio
driver's license

Excellent written
and verbal
communication
skills

Proficiency with
Microsoft Word
and Excel

Ability to use
standard office
equipment

Self-motivated
with strong
organizational
skills

Experience
managing social
media platforms,
basic website editing,
event planning, and
newsletter creation