



## MOAA-Alamo Chapter

### Volunteer Position Description

---

**Title:** Transition Liaison Officer

**Importance of Position:** This program provides professional guidance and support for MOAA members/spouses in job transition from the military to the civilian sector. Providing this assistance not only is a great service but helps build MOAA-AC membership by interesting those in career transition to join the Chapter for its vast networking opportunities.

#### General Expectations:

- Current member of MOAA and of MOAA-AC
- Aware of MOAA-AC by-laws and Strategic Plan
- Write a monthly (or as required) article for *The Lariat*
- Computer access and reasonably computer literate
- Attend 85%-100% of staff and membership meetings
- Prepare and submit budget input as, needed
- Support the planning process, as needed

#### Position Qualifications:

- Knowledgeable of MOAA career transition programs.
- Have interest in the field of career transition.
- Be somewhat “connected” in the community.
- Still be employed in the community (desirable).
- Be outgoing and personable.
- Excellent oral presentation skills.

**Responsible to:** Chapter President

#### Major Responsibilities:

- Help MOAA members and spouses transition from the military to civilian careers. Provide advice and counsel throughout the entire career transition cycle, e.g., networking, job market, resumes, interviewing, negotiating, etc.
- Review resumes and provide suggestions for improvement.
- Be a sounding board for those in career transition.
- Represent MOAA and MOAA-AC by speaking at transition assistance program functions sponsored by local military installations.

- Stay informed on local employment opportunities.
- Help transitioning members network in the local community – provide local networking contacts.
- Help recruit transitioning MOAA members for MOAA-AC.
- Recruit other networkers to help in the program.
- Attend monthly MOAA-AC membership meetings.
- Attend monthly staff meetings.

**Training/Preparation:** Learn appropriate materials/publications from MOAA National regarding career transition, i.e., “Marketing Yourself for a Second Career” booklet. Stay current on the latest tools and techniques regarding successful career transition skills. Visit local military installations that have career transition programs for officers and tell them about the MOAA and MOAA-AC transition programs.

**Average Time Commitment:** Minimum of 10 - 15 hours per month.

**Length of Commitment:** Minimum one year.

**Measures of Success:**

- Number of those who have successfully career transitioned by landing a job.
- Number of MOAA members who have joined MOAA-AC because of their involvement with the Transition Liaison Officer.
- Chapter receives 4 or 5 Star Level of Excellence award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan.

**Date Prepared:** May 2007

**Date Revised:** Sept 2014; November 2018; May 2024