

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Position Description Fellowship Program Manager

Incumbent is responsible for daily operation and administration of Hiring Our Heroes Fellowship Program(s), part of the U.S. Chamber of Commerce Foundation's veteran employment initiative, Hiring Our Heroes. Areas of responsibility include working with eligible participants (to include but not limited to transitioning service members, military spouses, caregivers, and veterans), employers, community partners, and the local installation Education Center/Transition Office staff to manage Fellowship Programs in the local geographic area. Position is 25 hours per week and partially remote. Duties include but are not limited to:

- Provide guidance and support to eligible participants throughout all phases of the Fellowship process (pre-application, application, matching, Fellowship, and beyond)
- Teach classes on job search skills such as networking, LinkedIn, resume writing, etc.
- Develop basic timelines, utilize backwards planning, & maintain Outlook calendar
- Notify business, stakeholders and training partners of key dates and events
- Update documents & outreach materials across all sources
- Conduct constant outreach and provide regular information sessions at local military installations and in surrounding areas
- Plan and execute Orientation Week prior to each cohort start date (3x year)
- Where applicable, coordinate and confirm Friday Fellowship guest speakers/tours, networking events, and graduation ceremonies
- Coordinate Fellowship interviews and matching process
- Track and report data as required

Incumbent will report to Program Director. Incumbent will serve as a liaison with other HOH and US Chamber of Commerce staff and programs to maximize engagement and collaboration across the organization. Incumbent must exercise professionalism in person and online, demonstrate sound judgment in making and executing decisions, and take initiative in carrying out responsibilities.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Requires excellent organizational, time management, business development, teaching, and interpersonal skills. Must be a self-starter and possess an ability to work independently while following directions promptly and thoroughly. Excellent verbal and written communication skills with computer proficiency in MS Office (Word, Excel, Access, and PowerPoint) required. Ability to conduct oneself professionally in all settings is a must. Requires regular local travel and occasional national travel (1-2x per year). Bachelor's degree required. Must reside in Tampa area.

For more information about the program, visit <http://www.hiringourheroes.org/fellowships/>