

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Position Description for:

Coordinator, Fellows Programs – Hiring Our Heroes (HOH)

U.S. (United States) Chamber of Commerce Foundation

GENERAL DESCRIPTION OF DUTIES:

Conducts outreach, coordination, and program support for the Corporate Fellowship Program (CFP), as part of the U.S. Chamber of Commerce Foundation's Hiring Our Heroes program. The Fellows Programs provide transitioning service members, military spouses, and veterans with training, hands-on experience, and job opportunities in the civilian workforce. Primary responsibilities include marketing of program, planning, program support, application processing, data management, and assisting with reporting information. The position is full time.

DETAILED DESCRIPTION OF DUTIES:

General Duties

- Assist with applicant pre-screen interviews and/or initial consults, collection of approval paperwork ahead of application deadline, and provide initial application information
- Support in the development, implementation, and marketing of program
- Provide program briefings and training to partners, hosts, and applicants as needed
- Communicate with program applicants, providing initial application information and fielding questions
- Represent program in local military installation briefings as needed
- Facilitate collection of fellow biographical data for region each cohort
- Timely data and database management
- Assist the assigned Regional Deputy Director with coordination of regional projects and due outs as needed
- Perform other duties assigned

Please send resume and cover letter to hohfellowships@uschamber.com

SUPERVISION RECEIVED:

Incumbent will report to the assigned Regional Deputy Director, Corporate Fellowship Program. Incumbent will serve as a liaison with other HOH and US (United States) 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, and interpersonal skills. Must be a self-starter and team player who works well independently and multitasks. Excellent verbal and written communication skills with computer proficiency in MS Office Suite (Word, Excel, Access, and PowerPoint) required. CRM proficiency preferred. The ability to conduct oneself professionally in all settings is a must. Requires minimal local travel and occasional national travel (1-2x per year). Bachelor's degree preferred. Experience with the military community preferred.

Must reside in the United States and local to the assigned program location listed on the position description, Careers at Hiring Our Heroes.

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