

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Position Description

Fellowship Program Manager - San Diego, CA

Incumbent is responsible for the daily operation and administration of the Hiring Our Heroes (HOH) Military Spouse Fellowship Program (MSFP), part of the U.S. Chamber of Commerce Foundation's military community employment initiative (service members, military spouses, military care givers and veterans), Hiring Our Heroes. Areas of responsibility include working with eligible participants (military spouses, and caregivers), employers, community partners, and the local installation staff to manage MSFP in the local geographic area. Virtual position, with routine on-site installation outreach. 40 hours per week. Duties include but are not limited to:

- Provide guidance and support to eligible participants throughout various phases of the Fellowship process (pre-application, application, host company/fellow matching, Fellowship, and beyond)
- Teach classes on job search skills such as networking, LinkedIn, resume writing, etc.
- Develop basic timelines, utilize backward planning, & maintain Outlook calendar
- Notify business, stakeholders, and training partners of key dates and events
- Update documents & outreach materials across all sources
- Conduct outreach and provide regular information sessions at local military installations
- Plan and execute Orientation Week prior to each cohort start date (3x year), coordinate and confirm Friday Fellowship guest speakers/tours, networking events, and graduation ceremonies
- Conduct business development for additional host companies and community partners
- Promote local and national sponsorship opportunities
- Market HOH programs to various military bases in your territory and maintain productive relationships with stakeholders
- Support HOH events in your territory (Career Summits, training sessions, etc.)
- Travel up to 25%

Incumbent will report to the Deputy Director, Military Spouse Fellowship Program. 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, facilitation, 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 proficiency in MS Office Suite (Word, Excel, and PowerPoint), Microsoft Teams and video conferencing across multiple platforms is required. The ability to conduct oneself professionally in all settings is a must. Requires regular regional travel and occasional national travel (1-2x per year). Bachelor's degree preferred. Must reside in the greater San Diego, CA area.

For more information about the program, visit <https://www.hiringourheroes.org/career-services/fellowships/internships/msfp/> and <https://www.hiringourheroes.org/resources/military-spouse-fellowship-program-overview/>

Please send resume and cover letter to Allison Chamberlayne achamberlayne@uschamber.com