MANAGER, EVENTS AND ENGAGEMENT—U.S. CHAMBER OF COMMERCE FOUNDATION, HIRING OUR HEROES

GENERAL DESCRIPTION OF DUTIES:
Incumbent is responsible for managing the planning and execution of hiring events, career training sessions, and networking engagements designed to connect military affiliated talent with economic opportunities.

KEY ATTRIBUTES AND RESPONSIBILITIES

- Event management: Manage all aspects of events ranging from base engagement, planning calls, venue coordination, logistical support, catering, shipments, production, registration, marketing, task tracking, travel coordination, expense reports and other related requirements.
- Collaborator: Work with internal and external assets and partners in the planning and execution of events with an emphasis on customer and client support.
- Detailed operator: Adhere to established processes and procedures to drive efficiency and ability manage multiple projects simultaneously.
- Entrepreneurial problem solver: Promote continual creative improvement and actively contribute to a culture of innovation, excellence, and accountability.
- Results-driven self-starter: Comfortable with ambiguity and the ability to push through indecision to propose new ideas and deliver results.
- Strong communicator: Exceptional verbal and written communication skills and the ability to present instructions, updates and reports to internal and external peers, leaders, and customers.

SUPERVISION RECEIVED
Incumbent reports to the Deputy Director, Hiring Events & Engagements, Hiring Our Heroes and receives detailed guidance and instruction on assigned tasks. Incumbent is expected to work collaboratively with all staff at the U.S. Chamber, internal and external partners to include government entities. Incumbent must exercise sound judgment in making and executing decisions, demonstrate initiative in carrying out responsibilities and keep leadership informed of plans, progress, and results.

KNOWLEDGE, SKILLS & ABILITIES
Requires relevant experience in event management and/or operational planning; excellent organization, communication, time management, and customer service skills; ability to work independently and as part of a team and at all levels of the organization; computer proficiency in MS Office (Word, Excel, Access, and PowerPoint); ability to deliver outstanding service in a fast-paced, demanding environment. Frequent travel required (50-65%).

EDUCATION & EXPERIENCE
Requires 5+ years of experience in a professional setting. Experience with the military community and technical proficiency preferred.

LOCATION: This is a 100% remote work role. Must reside in the U.S. or U.S. Territories.