

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Deputy Director, Military Spouse Program

GENERAL DESCRIPTION OF DUTIES:

The Deputy Director, Military Spouse Program, builds upon the Hiring Our Heroes Military Spouse Program's role as a national thought leader in workforce development, aligning with programmatic and organizational missions and objectives. The Deputy Director is responsible for managing the execution of military spouse hiring and professional development events and day-to-day operations for programs within the team's portfolio. This includes but is not limited to facilitating grassroots engagement, monitoring programmatic impact, managing budgets, identifying and leveraging scaled growth opportunities for the program; and providing recommendations for improvement where necessary.

Duties include:

- External collaborator-Establish new and sustain existing relationships with public, private, and nonprofit sector stakeholders to implement initiatives to improve economic opportunity for military families via military spouse employment opportunities
- Builder-Grow programmatic reach and impact at the grassroots level by conducting needs assessments of barriers to military spouse employment and presenting solutions through collaboration
- Facilitator-Develop and execute outcomes based local events and sessions, such as AMPLIFY and GROW, to meet goals and objectives of Military Spouse Program
- Connector-Provide platforms for employers to connect with pipelines of military spouse talent through local events and digital tools
- Community activator-Recruit, train and develop a national volunteer workforce to lead grassroots engagement and local initiatives
- Program manager-Oversee programmatic budget, resources, and workflows; create reports and brief leadership, partners, and stakeholders
- The Deputy Director will be assigned other duties as determined by the Director, Military Spouse Programs.

SUPERVISION RECEIVED:

Incumbent will report to the Director, Military Spouse Programs. Incumbent is expected to work collaboratively with others at the U.S. Chamber of Commerce, to exercise sound judgement in making and executing decisions, to demonstrate initiative in carrying out responsibilities and to keep the director informed of plans, progress and results. Position is full time, remote, and requires travel up to 50%.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience in community building and strong interpersonal skills required. Incumbent must demonstrate excellent written and verbal communication skills; acute attention to detail; and a high

level of time management. Must be a self-starter with the ability to work independently and as part of a team. Computer proficiency with Microsoft Office Suite, including Powerpoint and CRM (Customer Relationship Management) Systems.

EXPERIENCE & EDUCATION:

Minimum 8 years of successful supervisory experience as well as program management and event planning and execution. Preferred experience to include working with a volunteer structure and related dynamics including working with volunteers at the executive and grassroots level. Bachelor's degree required. Military community experience also preferred.

This position can be a 100% remote work role. Must reside in the U.S. or U.S. territories.

Interested applicants should apply by sending your resume, cover letter, and LinkedIn profile link to Brian Alvarado, Director, Military Spouse Program: balvarado@uschamber.com