

# HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

## Position Description Manager, Fellows Program

Incumbent is responsible for daily operation and administration of Hiring Our Heroes (HOH) Fellows 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 Fellows Programs in the local geographic area. Virtual position, with needed office hours on installation every week. 40 hours per week. Duties include but are not limited to:

- Provide guidance and support to eligible participants throughout various phases of the Fellows Program process (pre-application, application, host company/fellow matching, cohort oversight, 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
- Coordinate Fellows interviews and matching process
- Track and report data as required
- 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 Fellows Program Regional Manager or Program Director as applicable. 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 and as part of a team. 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. CRM proficiency preferred. Requires regular regional travel and occasional national travel (1-2x per year). Bachelor's degree required. Must reside in the local program area.

The salary range for this position is \$60,000 to \$75,000 annually. The salary is based on many factors and may vary depending on job-related knowledge, skills, and experience.

For more information about the program, visit <http://www.hiringourheroes.org/fellowships/> and <https://vimeo.com/238132346/20468644bb>

Please send resume and cover letter to [hohfellowships@uschamber.com](mailto:hohfellowships@uschamber.com)