

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Manager, Events and Engagement, Military Spouse Program

GENERAL DESCRIPTION OF DUTIES:

The Manager of Events and Engagement, Hiring Our Heroes Military Spouse Program, is a thought leader in national workforce development. The Manager is responsible for supporting the daily operations of the Military Spouse Program. This includes but is not limited to professional development and hiring events such as AMPLIFY, Military Spouse Hiring Events, Spouse Symposia, Networking Receptions, and military spouse workshops.

Duties include:

- Collaborate with team members to execute professional development and hiring events
- Establish and maintain relationships with vendors and venues, for in-person MSP events
- Manage all aspects of event planning, meet strict deadlines, and stay within budget
- Conduct pre- and post – event evaluations and report on outcomes
- Coordinate with the Operations team to deliver military spouse-relevant content on the Virtual Career Community, to include presenting military spouse-centered workshops as needed
- Leverage relationships, existing networks, and the internal database to ensure sponsor stewardship prior to and during events
- Develop and maintain virtual and in person event standard operating procedures
- Work with strategic partners, including Chambers of Commerce, businesses, and non-profit organizations to develop content, promote military spouse employment, and engage with our events
- The Manager will be assigned other duties as determined by the Director of the Military Spouse Program and President, HOH

SUPERVISION RECEIVED:

Incumbent will report to the Deputy Director of the Military Spouse Program, Hiring Our Heroes. 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires excellent written and organizational skills, time management, and interpersonal skills. Must be a self-starter and possess an ability to work independently while following directions promptly and thoroughly. Must be comfortable presenting to groups, both virtually and in-person. Must be a team player to work effectively with both Events and Engagement team members. Travel typically required 50% of time. Computer proficiency with Microsoft Office Suite.

EXPERIENCE & EDUCATION:

Required 5 years of engagement in professional and workforce development as well as some form of event planning. Preferred background in learning and development or corporate training. Bachelor's degree required and military community experience preferred.

RESUME SUBMISSION:

Interested candidates should submit resumes for the Manager, Events & Engagement role to balvarado@USChamber.com. Please put your First and Last Name and then MSPManager2023 in the subject line of your email. Example: Mary Smith MSPManager2023.