

ABOUT US

Hiring Our Heroes (HOH) connects the military community—service members, military spouses, and veterans—with American businesses to create economic opportunity and a strong and diversified workforce. HOH is a workforce development initiative of the 501c3 arm of the U.S. Chamber of Commerce, the U.S. Chamber of Commerce Foundation. This position is filled under contract with The Markham Group.

POSITION TITLE

Manager, Fellows Programs, Ft Carson, CO

POSITION SUMMARY

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. MUST RESIDE NEAR FORT CARSON, CO.

WHAT YOU'LL DO

- 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%

WHAT YOU'LL NEED TO SUCCEED (REQUIREMENTS)

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: Ft Carson, Colorado

COMPENSATION

The incumbent will be employed by The Markham Group, assigned to Hiring Our Heroes.

The base pay range for this role across the United States is \$64K – \$79K. Starting salary is determined by experience, scope of responsibilities and market location.

Benefits include:

- Personal Leave: Employee may earn 5–10 hours per pay period, depending on career employment years
- Sick leave: Employee is allocated (80) hours per year or (3.33) hours per pay period
- Paid holidays: Employee will receive (9) paid holidays through the calendar year
- Medical insurance: Employer pays medical premium
- Dental and Vision insurance: Employee pays premium

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

To apply, send a cover letter and resume to hohfellowship@uschamber.com
