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
Fellowship Program Manager – Ft. Leavenworth

POSITION SUMMARY
The incumbent is responsible for the daily operation and administration of the Corporate Fellowship Program, in the respective states assigned, in support of the U.S. Chamber of Commerce Foundation’s Hiring Our Heroes (HOH) veteran employment initiative. Areas of responsibility include, but not limited to, working with eligible transitioning service members, employers, community partners, and local installation Education Center/Transition Office staff to manage Fellowship Programs in the assigned geographic areas. This is a 40 hour per week position. **Applicant MUST reside within a commutable distance to Ft Leavenworth, KS.**

WHAT YOU’LL DO
- Provide guidance and support to eligible participants throughout various phases of the Fellowship process (pre-application, application, interview window, host company/fellow matching, Fellowship, and beyond)
- Teach and/or facilitate classes on job search skills such as networking, LinkedIn, resume writing, etc.
- Develop basic timelines, utilize backward planning, and maintain Outlook calendar
- Notify participating employers, stakeholders, participating service members and training partners of key dates and events
- Conduct outreach and provide regular information sessions at local military installations
- Plan and execute Orientation Week for each cohort (3x a year), coordinate and confirm Friday huddle guest speakers/tours, networking events and assist with graduation task for each cohort (3x a year).
- Conduct business development with employers and community partners in your assigned states to increase Fellowship opportunities for service members
- Promote local and national sponsorship opportunities
- Market HOH programs at the military installations in your assigned region and maintain a productive relationship with them
- Support HOH events in your assigned region (Career Summits, training sessions, etc.)
- Maintain thorough and up-to-date records and program data
- 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 while following directions promptly and thoroughly. 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. The ability to conduct oneself professionally in all settings is a must. Requires regular regional travel and occasional national travel (1-2x per year). Bachelor’s degree preferred. **Applicant MUST reside within a commutable distance to Ft Leavenworth, KS.**
COMPENSATION

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

The base pay range for this role is commensurate with experience.

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/internships/cfp/

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