

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 – **St. Louis, MO**

POSITION SUMMARY

Incumbent is responsible for conducting outreach, program coordination, administration, and support of the Fellows Program, part of the U.S. Chamber of Commerce Foundation's veteran employment initiative, Hiring Our Heroes. Areas of responsibility include managing a local Fellows program site, marketing of program, program site operational planning, program support, application processing, and data management, build and maintaining relationships with employers, community partners, and relevant Federal government agencies (DOL, DOD, etc). Virtual position, with routine on-site installation outreach in the St Louis, MO metropolitan area. This is a 40 hour per week position.

WHAT YOU'LL DO

- Must reside and serve as the Program Manager for local Fellowship Program site
- Identifies needs/opportunities for process or systems improvement
- Plans and coordinates cohort huddles
- Collaborate across HOH programs to support events in your territory
- Co-organizes/participates in micro engagements on military installations within the region
- Assist teammates and support individual program locations as needed
- Provide consultation and subject matter expertise to national employers, partners, and military personnel on topics related to transitioning service member/veteran/military spouse employment
- Provide guidance and support to eligible participants throughout various phases of the Fellowship process (pre-application, application, host company/fellow matching, Fellowship, and beyond)
- Teach/coordinate 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
- 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
- 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
- Travel out of state to an off-site program training event to take place once a year

WHAT YOU'LL NEED TO SUCCEED (REQUIREMENTS)

Must reside in the St Louis, MO greater metropolitan area. 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. Must conduct oneself professionally in all settings. Bachelor's degree preferred.

COMPENSATION

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

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/internships/cfp/>

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