

MANAGER, EVENTS AND ENGAGEMENT—U.S. CHAMBER OF COMMERCE FOUNDATION, HIRING OUR HEROES

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, Events and Engagement

POSITION SUMMARY

Incumbent is responsible for managing the planning and execution of hiring events, career training sessions, and networking engagements designed to connect military affiliated talent with economic opportunities.

WHAT YOU'LL DO

- **Event management:** Manage all aspects of events ranging from base engagement, planning calls, venue coordination, logistical support, catering, shipments, production, registration, marketing, task tracking, travel coordination, expense reports and other related requirements.
- **Collaborator:** Work with internal and external assets and partners in the planning and execution of events with an emphasis on customer and client support.
- **Detailed operator:** Adhere to established processes and procedures to drive efficiency and ability to manage multiple projects simultaneously.
- **Entrepreneurial problem solver:** Promote continual creative improvement and actively contribute to a culture of innovation, excellence, and accountability.
- **Results-driven self-starter:** Comfortable with ambiguity and the ability to push through indecision to propose new ideas and deliver results
- **Strong communicator:** Exceptional verbal and written communication skills and the ability to present instructions, updates and reports to internal and external peers, leaders, and customers.

SUPERVISION RECEIVED

Incumbent reports to the Deputy Director, Hiring Events & Engagements, Hiring Our Heroes and receives detailed guidance and instruction on assigned tasks. Incumbent is expected to work collaboratively with all staff at the U.S. Chamber, internal and external partners to include government entities. Incumbent must exercise sound judgment in making and executing decisions, demonstrate initiative in carrying out responsibilities and keep leadership informed of plans, progress, and results.

WHAT YOU'LL NEED TO SUCCEED (REQUIREMENTS)

Requires relevant experience in event management and/or operational planning; excellent organization, communication, time management, and customer service skills; ability to work independently and as part of a team and at all levels of the organization; computer proficiency in MS Office (Word, Excel, Access, and PowerPoint); ability to deliver outstanding service in a fast-paced, demanding environment. Frequent travel required (50-65%). Must be able to lift 35-50 lbs.

EDUCATION & EXPERIENCE

Requires 5+ years of experience in a professional setting. Experience with the military community and technical proficiency preferred.

LOCATION

This is a 100% remote work role. Must reside in the U.S. or U.S. Territories. Applicants may reside in the following states: AL, AR, AZ, CT, DC, FL, GA, HI, IL, IN, KS, KY, LA, MA, MD, MS, MO, NC, NV, NJ, OH, PA, RI, SC, TN, TX, UT, VA, WV, and WI

COMPENSATION

The Markham Group will employ the incumbent, assigning them to Hiring Our Heroes. The salary range for this role is \$65,000 – \$70,000. Starting salary is determined by experience, scope of responsibilities and market location.

Benefits include:

- Paid Leave: Employees may accrue between 5 to 10 hours of PTO per pay period, based on their years of service.
- Sick leave: Employee is allocated (80) hours per year or (3.33) hours per pay period.
- Paid holidays: Employee will receive nine (9) paid holidays through the calendar year.
- Medical insurance: Employer pays medical premium.
- Dental and Vision insurance: Employee pays premium
- 401K Contributions with up to 3% employer contribution

For more information about the program, visit: www.hiringourheroes.org

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