

**JOB TITLE: Manager**

**DEPARTMENT: Veteran Hiring Events**

**REPORTS TO: Deputy Director, Veteran Hiring Events**

**EMPLOYMENT TYPE: Consultant**

**LOCATION: Position is fulltime (40 hours M-F) and remote. Must reside in the U.S. or U.S. Territories**

**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.

**JOB 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.

**KEY RESPONSIBILITIES:**

- 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.

#### **BASIC QUALIFICATIONS:**

- 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.

#### **PREFERRED QUALIFICATIONS:**

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

#### **COMPENSATION:**

The Manager of the Events and Engagement is employed by Markham LLC, assigned to Hiring Our Heroes. Starting salary is determined by experience, scope of responsibilities and market location. The salary range for this role is ***\$60,000 – \$70,000***. Starting salary is determined by experience, scope of responsibilities and market location.

#### **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.

**BENEFITS:**

- Paid Leave: Employees may accrue between 5 to 10 hours of PTO (Paid Time Off) 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.

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.

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