

JOB TITLE: Program Manager (PM)

DEPARTMENT: Military Spouse Fellowships (MSFP)

REPORTS TO: Director of Military Spouse Fellowships

EMPLOYMENT TYPE: FT

LOCATION: Position is fulltime (40 hours M-F) and remote. Must reside in the National Capital Region (Washington D.C., Maryland, or Northern Virginia)

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 Markham LLC.

POSITION SUMMARY

Incumbent is responsible for conducting outreach, program coordination, administration, and support of Military Spouse Fellowships, part of the U.S. Chamber of Commerce Foundation's military community employment initiative, Hiring Our Heroes. Areas of responsibility include working with eligible military spouses, employers, community partners and the local installation staff to manage MSF in the geographic coverage area assigned. This is a 40-hour-per-week remote position, on-site installation outreach in the National Capital Region area (Washington D.C., Maryland, or Northern Virginia).

WHAT YOU'LL DO

- Serve as Program Manager for assigned geographic coverage area.
- Provide guidance and support to eligible participants throughout various phases of the Fellowship process (pre-application, application, host company/fellow matching, Fellowship, and beyond).
- Develop basic timelines, utilize backward planning, & maintain Outlook calendar.
- Conduct business development for additional host companies and community partners.
- Notify business, stakeholders, and training partners of key dates and events.
- Identifies needs/opportunities for process or systems improvement.
- Collaborate across HOH programs to support events in your territory.
- Provide consultation and subject matter expertise to national employers, partners, and military personnel on topics related to transitioning service member/veteran/military spouse employment.
- Teach/coordinate classes on job search skills such as networking, LinkedIn, resume writing, etc.
- Conduct outreach and provide regular information sessions at local military installations.
- Plan and execute Orientation Week monthly, coordinate and confirm Friday Fellowship guest speakers/tours, networking events, and graduation ceremonies.
- Promote local and national sponsorship opportunities.
- Market HOH programs to various military bases in your territory and maintain productive relationships with stakeholders.
- Travel up to 25%.

Basic Qualifications

- 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).

- Must reside in or around the National Capital Region (Washington D.C., Maryland, or Northern Virginia).

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred.

COMPENSATION

The PM, MSFP will be 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 **\$62,000 - \$75,000**.

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.

For more information about the program, visit: <https://www.hiringourheroes.org/career-services/fellowships/internships/msfp/>

To apply, send a cover letter and resume to **Director of Military Spouse Fellowships Lauren Monnelly** lmonnelly@uschamber.com
