

JOB TITLE: Program Coordinator, Skilled Trades Academy

DEPARTMENT: Operations

REPORTS TO: Director, Skills Based Fellowship

EMPLOYMENT TYPE: Consultant

LOCATION: Jacksonville, NC, Hybrid, Position is fulltime (40 hours M-F)

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:

Hiring Our Heroes, a program of the U.S. Chamber of Commerce Foundation, is seeking a dynamic and mission-driven Program Coordinator to lead the Skilled Trades Academy in Jacksonville, NC. This role is ideal for a strong communicator and relationship-builder who thrives in a fast-paced, purpose-driven environment. You'll play a key role in connecting transitioning service members and the military-connected community with high-demand skilled trades careers by coordinating program operations, building employer partnerships, and delivering exceptional participant experiences. If you're passionate about workforce development, community engagement, and empowering the military community, we want to hear from you.

KEY RESPONSIBILITIES:

- Lead program coordination for the Skilled Trades Academy, ensuring smooth operations and impactful outcomes.
- Develop and execute outreach strategies to recruit participants through presentations, briefings, presence in the community, and partnerships with local organizations.
- Cultivate employer relationships and conduct business development to create meaningful employment opportunities.

- Maintain strong communication with stakeholders, partners, and training providers to ensure alignment and success.
- Deliver engaging briefings and webinars to educate transitioning service members about program benefits and enrollment.
- Plan and host networking events to foster community and connection among participants and employers.
- Collaborate across HOH programs to support events and initiatives in your region.
- Represent the program at military installations, including Fort Bragg, through regular transition briefings and events.
- Provide personalized support to participants throughout the fellowship journey—from application to employment.
- Track outcomes and report results to measure impact and inform continuous improvement.
- Align program offerings with industry needs by analyzing labor market trends and employer and partner feedback.
- Promote sponsorship opportunities to support program growth and sustainability.

BASIC QUALIFICATIONS:

- Exceptional verbal and written communication skills with the ability to engage diverse audiences.
- Proven experience in business development, sales, or partnership cultivation, ideally in workforce development or military community services.
- Strong organizational and time management skills with the ability to manage multiple priorities independently.
- Professionalism, adaptability, and a self-starter mindset.
- Proficiency in Microsoft Office Suite, Microsoft Teams, and virtual meeting platforms.
- Familiarity with the DoD SkillBridge program and military transition process is highly desirable.
- Must reside in Jacksonville, NC or surrounding area.

PREFERRED QUALIFICATIONS:

- Bachelor's degree and experience with the military community preferred.

COMPENSATION:

The Program Coordinator, Skilled Trades Academy 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 \$55,000 - \$60,000. Starting salary is determined by experience, scope of responsibilities and market location.

LOCATION:

Must reside in Jacksonville, NC or surrounding areas.

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.
