

JOB TITLE: Coordinator, Events & Engagement

DEPARTMENT: Military Spouse Program

REPORTS TO: Senior Manager, Events & Engagement

EMPLOYMENT TYPE: Full-time/Exempt

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

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

The Coordinator of Events & Engagement supports the planning and delivery of programs and events that help military spouses advance their careers. This role ensures smooth execution, provides resources to job seekers, and assists with strategic initiatives. The ideal candidate is organized, adaptable, and a strong communicator, committed to creating impactful experiences that connect spouses with employment opportunities.

KEY RESPONSIBILITIES

- Support end-to-end execution of virtual and in-person events, ensuring seamless delivery and a positive experience for participants.
- Coordinate event logistics, including research, venue selection, themes, catering, and marketing collateral, to create engaging and professional experiences.
- Assist in implementing program curriculum and providing feedback, contributing to continuous innovation and improvement.
- Serve as the primary point of contact for job seekers, ensuring readiness, and providing guidance throughout the event process.
- Collaborate on event strategies aligned with program objectives, helping to drive engagement and impact.

- Maintain accurate candidate data and documentation, ensuring integrity and compliance across systems.
- Ability to travel up to 40-50% CONUS/OCONUS annually.
- Perform additional responsibilities as assigned, demonstrating flexibility and commitment to organizational success.

EDUCATION & EXPERIENCE

- Bachelor's degree in Business, Communications, Event Management or related field; relevant professional or military experience considered in lieu of a degree.
- 1+ years in event coordination, program support, or administrative roles.
- Familiarity with virtual event platforms and basic project coordination tools.

BASIC QUALIFICATIONS

- Strong organizational and time-management skills with the ability to handle multiple priorities.
- Excellent written and verbal communication skills for engaging with job seekers, employers, and team members.
- Proficiency in Microsoft Office Suite and comfort with data entry and CRM systems.
- Ability to troubleshoot and adapt quickly in dynamic environments.
- Basic understanding of marketing and social media for event promotion.
- Detail-oriented and proactive in anticipating needs and resolving issues.
- Collaborative team player with a customer-service mindset.
- Creative thinker with an eagerness to learn and contribute to program innovation.
- Passion for supporting military-connected talent and advancing employment opportunities.

PREFERRED QUALIFICATIONS

- 3+ years in event execution, administrative, or recruitment roles.
- Experience working with military families or in nonprofit/community engagement.
- Knowledge of event planning best practices and virtual event technology.
- Familiarity with workforce development or career services programs.

- Ability to analyze basic data and provide recommendations for improvement.

COMPENSATION

The Coordinator of Events & Engagement is employed by Markham LLC, assigned to Hiring Our Heroes. The salary range for this role is \$55,000 - \$60,000. 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. Applicants may reside in the following states: AL, AR, AZ, CA, CT, DC, FL, GA, HI, IL, IN, KS, KY, LA, MA, MD, MS, MO, NC, NV, NJ, OH, OR, 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.