

## **PROGRAM MANAGER – Operation Welcome Home**

### **Want to make a difference in the lives of veterans of the armed forces transitioning to new employment opportunities?**

Operation Welcome Home is seeking a veteran for the Program Manager position. The Program Manager coordinates and promotes educational and job-seeking activities and assists the Chief Executive Officer (CEO) in providing consultative meetings with clients.

Operation Welcome Home assists military veterans and their families in transitioning into the civilian workforce and becoming productive members of our community by providing linkages to services and support and opportunities for employment.

#### Responsibilities include:

- Provide operations management for scheduled classes, job fairs, and other activities per guidance from the CEO
- Post and promote event details to applicable calendars, radio and newspaper announcements, social media, and other outlets
- Conduct consultations as needed.
- Attend outreach events- requires some weekends and evenings
- Arrange and plan for job readiness, open interview sessions, and general veteran-centric classes regularly
- Will be required to perform some clerical tasks in support of Operation Welcome Home
- Arrange for media coverage of special or significant events as directed by the CEO

#### Qualifications:

- A veteran of the armed forces; retired (medically or otherwise) NCO or Officer preferred
- Comfortable interacting with the public
- Able to operate independently as well as with a team
- Familiar with VA and DOD systems
- Capable of making new alliances with employers, veterans, and HR personnel.
- Available for most classes and open interview sessions
- Capable of using social media and MS Office Suite
- Proficient in verbal and written communication

#### **Status: Full Time**

Reports to CEO

Competitive Salary

EEO/AA/M/F/Vet/Disability Employer

To apply: email resume to [info@welcomehomewv.com](mailto:info@welcomehomewv.com)

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#### Short ad:

OWH is seeking a veteran for the Program Manager position. Full-time, flexible hours. Coordinate and promote educational and job-seeking activities and assist in providing consultative meetings with clients.

Quals: knowledge of the VA and DOD systems, professional networking exp. Preferred: computer skills including use of social media, excellent communicator, flexible schedule. To apply: email resume to

[info@welcomehomewv.com](mailto:info@welcomehomewv.com)