

Program Manager for Operation Welcome Home

Want to make a difference in the lives of veterans of the armed forces who need assistance in new employment opportunities and living life to their fullest potential?

Operation Welcome Home is seeking a veteran for our Program Manager position. The Program Manager coordinates and promotes educational, social, and job-seeking activities and assists the Executive Director (ED) in providing consultative meetings with clients.

Operation Welcome Home is a non-profit organization that 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 classes, job fairs, and other activities.
- Post event details to applicable calendars, radio and newspaper announcements, social media, and other outlets.
- Case management of new and existing veterans. This will include an assessment of their needs, coordinating referrals and activities, implementing the agreed-upon plan, and following up to evaluate our efforts
- Attend outreach events, does require some rare evenings and weekends.
- Support the organization of fundraising efforts as needed.
- Unwavering respect for clients, coworkers, and community members.

Qualifications:

- Must be a veteran of the armed forces; retired (medically or otherwise) NCO or officer preferred
- Must be comfortable interacting with the public
- Must be able to operate independently as well as with a team
- Should be familiar with the VA and DoD systems
- Capable of making new alliances with employers, veterans, and HR personnel
- Available for most classes and open interview sessions
- Competent in using social media and MS Office Suite
- Skillful in verbal and written communication

Status: full-time

Reports to ED

Competitive salary

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

To apply: email resume to info@welcomhomewv.com