



## **Manager, Career Initiatives**

**Position:** Full Time / Salaried / Exempt

**Supervisor:** Chief Programs Officer

**SUMMARY:** The Career Initiatives Manager leads and manages the operation of the Career Initiatives Program to provide career transition coaching/consultation services and facilitates Veteran connections to local industry. He/she ensures program effectiveness and compliance with funding requirements. He/she collaborates with stakeholders to provide support to Veterans in career transition and performs/supports outreach to identify new stakeholders and seek out Veterans in career transition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develop, plan and execute career transition support processes for Veterans wanting to enter the professional business and corporate space.
  - A. Plan, manage and execute delivery of the Career Recon program.
  - B. Plan, manage and execute the development and sustainment of the Veteran Career Transition Network (VCTN).
    - 1) Build a network of volunteers to assess and provide resume, LinkedIn, interview and networking coaching to Veterans.
    - 2) Build a team of volunteers to support Veteran career transition networking.
    - 3) Synchronize actions of volunteers to deliver support to Veterans in career transition.
  - C. Deliver career transition services to Veterans as required.
2. Develop, plan and execute career transition support processes for Veterans wanting to enter the various career paths such as IT, entrepreneurship and/or skilled trades:
3. Route high barrier Veteran clients seeking employment to American Job Center Disabled Veteran Outreach Program specialists operating in OSDTN spaces.
4. Administer grants for Career Initiatives.
5. Support Operation Connect and coordinate activities/processes with the Operation Connect Program Manager
  - A. Participate in selected OSDTN engagement/outreach events.
  - B. Locate Veterans for Career Initiatives support.

- C. Serve as OSDTN liaison to select employers, industry/professional groups, and universities.
  - D. Provide SME to employers and universities interested in starting Veteran Resource Groups/Student Veteran Organizations.
  - E. Create and sustain relationships with other government and non-profit programs that support Veteran career transitions.
6. Maintain SME on the Corporate Fellowship Program, Military Spouse Fellowship Program and the Career Skills Program (SkillBridge).
  7. Aggregate, analyze, and report Career Initiatives data to assist in the completion of grants, audits, and proposals.
  8. Remain current on national and state trends related to Veteran career transitions.

**GENERAL DUTIES:**

1. Adhere to Agency and Department policies and procedures.
2. Participate in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. With C-Suite and the Manager, Career Services, develop program budget, perform other duties as required.

**QUALIFICATIONS/KNOWLEDGE:**

1. MBA or master's degree desired. 3+ years of relevant experience desired in HR, career coaching, career counseling and/or corporate recruiting desired.
2. Knowledge of: Word Processing Software (Word); Electronic Mail Software (Outlook); and Presentation Software (PowerPoint).
3. Valid, current Tennessee's driver's license.

**OTHER SKILL, ABILITIES, AND QUALIFICATIONS:**

- Veteran preferred.
- Certification in human resources or project management preferred.
- Comprehensive knowledge of region's Veteran, community employment services and resources.
- Strong knowledge of career transitions and Veteran career transitions.
- Excellent organizational, multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients and staff toward success.
- Compassionate, energetic and team focused.
- Comfortable in individual, group, and public speaking environments.

**BENEFITS:**

This position is full time at 40 hours/week. Great company culture, excellent PTO policy; 401K and subsidized health care benefits.

**HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtn.org](mailto:jobs@osdtn.org). No phone calls please. Selected candidate must pass a drug test and background check.