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## Onward to Opportunity (O2O) Coordinator

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### Position

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Onward to Opportunity (O2O) is a program offering industry-specific training and job matching services to transitioning service members and military spouses on military installations across the country as well as online participants through the Veterans Career Transition Program (VCTP). O2O partners with private sector companies committed to training and hiring veterans earlier in the transition process, these companies become “placement partners”.

Reporting to Manager of Onward to Opportunity, the Onward to Opportunity Coordinator will work with O2O/VCTP participants to provide job matches that align with the participant’s preferences and will coordinate with the O2O Employer Partners Account Specialist to ensure the skills gained from the O2O/VCTP training fit the needs of the placement organizations. Additionally, the O2O Coordinator will match program participants with job openings and will work through the O2O Employer Partners Account Manager to ensure interviews are secured with the organizations.

### Responsibilities

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- Serve as the subject matter expert on the Onward to Opportunity/ Veteran Career Transition Program, managing assigned client load and providing guidance to Veteran Transition Specialist about O2O program and participants
- Conduct job matches for program participants based on client’s preferences, experience, and enrolled industry track within outlined Key Performance Indicators
- Follow up with clients on job matches provided, adjust matches based on client feedback
- Continuously seek out improvement to the O2O program and provide recommendations
- Support organization events and fundraisers as needed
- Assist in the creation and development of content for various forms of literature for O2O program including but not limited to web pages, operational tools, and informative pamphlets and flyers
- Maintain tracking system of assigned participant’s status utilizing Salesforce and ensuring all status are annotated
- Conduct participant follow up to verify status; utilize status to prioritize action items for each candidate
- Maintain reports including student’s status, interview status, and hires; submit on a weekly basis

### Preference:

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- Preferred Bachelor’s degree in Business Administration, Human Resources, Marketing or related area; or 1-3 years’ work experience in Corporate relations or Human Resources related field.
- Experience utilizing Salesforce is preferred
- A role model of the company’s core values
- Excellent presentation, verbal and written communication skills
- Ability to coordinate and collaborate with multiple departments and individuals within the organization
- Strong organizational and time management skills with exceptional attention to detail
- Ability to manage competing priorities and initiatives
- Travel up to 20%

### About this company:

### MISSION:

Hire Heroes USA empowers US military members, veterans and spouses to succeed in the civilian workforce. As a 501(c)(3) not-for-profit organization, Hire Heroes' services are provided at no cost to the veteran.

**VISION:**

Be the Nation's preferred veteran employment service organization through a relentless focus on personalized career coaching that improves clients' quality of life and strengthens the US economy.

**CORE VALUES:**

Integrity, Passion, Effectiveness and Collaboration

Headquartered in Alpharetta, Georgia, Hire Heroes USA has built a national reputation of excellence for its success at helping unemployed veterans find jobs – currently at the rate of fifty veterans confirmed hired every week.

Our team is comprised of military veterans – many with combat experience in Iraq and Afghanistan– and business veterans. That mix of military and civilian experience has proven essential to effectively training veterans in the skills of self-marketing and then networking them into good jobs with great companies.

The hallmark of the program is a personal approach where each veteran receives dedicated assistance from a highly-trained staff member in order to help them overcome barriers to employment.

Hire Heroes USA is an equal opportunity employer with a diverse workforce. We provide equal employment opportunities to all employees and applicants for employment without regard to age, race, color, religion, gender, marital status, pregnancy, sexual orientation, gender expression or identity, domestic violence victim status, national origin, ancestry, disability, genetic information, military or veteran status, or any other protected factor. This policy applies to all terms and conditions of employment, including, but not limited to recruitment, hiring, assignment, promotion, compensation, training, leaves of absence and termination. Sexual harassment or harassment based on other protected group status, as defined by law is also prohibited.

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