Veterans Business Outreach Center (VBOC)
Project Manager

Join our <u>award-winning team</u> and play an integral part in supporting
veteran businesses!

The Veterans Business Outreach Center (VBOC) is looking for a dynamic individual to join their distinguished team as a full-time Project Manager. The VBOC serves the three-state region of Montana, Wyoming, and Utah. This position provides support for training, outreach, and counseling for veterans, transitioning servicemembers, and their spouses looking to start or grow a small business.

Job Summary:

- Coordinates and organizes all aspects of VBOC projects, including Boots-to-Business classes held on three Air Force Bases, and Online Reboot classes held in the region.
- Maintains support & tracking of and proactive outreach to VBOC Clients
- Works with the Director on VBOC calendar to coordinate class schedules, travel, and military & veteran events in the region.
- Responsible for maintaining and providing content for VBOC social media platforms and marketing of VBOC events.
- Coordinates with resource partners to ensure VBOC engagement and support at their events.
- Assimilates, maintains, manages, and provides reports to the Veteran Business Office the Director, VBOC
- Supports the IVMF STRIVE project expansion through outreach to the regional veteran community.
- Manages the project details and administrative functions associated with IVMF STRIVE program.
- Manage enrollment and facilitation into the education and training projects.

Knowledge, Skills, and Abilities

- Ability to deliver presentations professionally and effectively to small & large groups.
- A high level of interpersonal communication skills & ability to use social media & other marketing channels to communicate messaging effectively.
- Strong planning, organizational, communication and interpersonal skills.
- Skilled leader and problem solver dedicated to the project outcomes of job creation and revenue generation.
- Ability to work with all groups in a diverse academic, socioeconomic, cultural, and ethnic background of the veteran, active duty, reserve, and guard community, including those with disabilities and disability ratings.

Minimum Qualifications

- Bachelor's degree in business or related field, or 3 to 5 years' experience in professional business, business development Project management, or related field or an equivalent combination of education and job-related experience.
- Experience using project/project management principles, practices and processes including CRM tools and other tracking and outreach software.
- Minimum of one year of experience in business, entrepreneurship, marketing, or sales.
- Experience in community relations.
- A deep understanding of veterans/military spouse backgrounds and the challenges faced during post-service transition.
- Military Community member preferred
- Previous experience providing professional advising, consulting, or training services, preferably with veterans, active duty, reserve, & guard members preferred.

A full job description will be made available during the interview process.

Other info you should know:
- This position reports to the VBOC Regional Director.
- This position requires work-related travel by personal vehicle, rented vehicle, and commercial transportation and over-night stays, to participate in business related meetings.
- This is a full-time, exempt position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.

- The position is located in Billings, Montana.

How to Apply:
1. Fill out an employment application and upload your resume and cover letter by clicking **HERE**!
2. Send all inquiries to Careers@bigskyeda.org

THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP. APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.

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