



Independent Representative Position

Position Title: Program Consultant / Career Development Specialist

Position Objective: To plan and participate in outreach activities so as to maintain an active list of potential clients for enrollments in approved portable career training programs for military spouses.

TMG provides educational and employment resources, partnering with schools offering portable career training programs for military spouses. All programs are My CAA approved and eligible spouses may qualify for a 100 % tuition grant from the Department of Defense.

*To learn more about this position:
<http://themajorgrouptesting.com/about-us/employment-opportunities/>*

Flexible Schedule with Great Opportunities!

Sample of Key Outreach Responsibilities:

- Represent The Major Group (TMG) in seeking and developing effective relationships with local/national military and /or private sector contacts to disseminate information on the military spouse training programs
- Educate spouses on the variety of training programs offered, and benefits of industry certifications for future employment opportunities
- Effectively present program information to spouses via face-to-face meetings, social gatherings, spouse organizational meetings, military family events or activities as appropriate
- Establish base contacts at the Family Readiness Centers, Fleet and Family Support Centers, and Family Resource Centers, and other such support groups
- Utilize Military Spouse Employment Partnership and Milspouse Ementor platforms for networking and resource
- Maintain professional relationships with contacts and actively seek new contacts through continued contact via telephone/email/scheduled face-to-face meetings
- Actively seek potential clients in order to reach your monthly goals for income
- Actively seek and manage social media for bases in the area of responsibility
- Update TMG on base activity, and clients for program, via regular reporting
- Attend scheduled TMG conference calls
- Provide information to the Facebook administrator about upcoming functions/meetings
- Provide assistance to other team members as needed

Personal Profile:

- Self-driven/motivated
- Results oriented
- Forward planner
- Comfortable interacting with different groups of clients/contacts
- Able to work independently
- Team Player
- Willing to travel to clients/contacts as able

Home Office Profile:

- Regular Access to Computer
- Microsoft Office