

The Manager of the New Member Orientation is a leadership role in the Lockheed Martin Leadership Association reporting to the Senior Manager of Recruiting. Primary responsibilities include planning, organizing, and executing New Member Orientations. New Member Orientation is organized to engage with LMLA's most recent members, generally occurring 3-4 times per year. The Manager of New Member Orientation will work collaboratively with the Member Relations team to ensure that LMLA membership is thriving and engaged.

Senior Manager of Integration is responsible for:

- Planning, organizing, and executing at least 3 New Member Orientations each year to introduce attendees to LMLA and all that the organization has to offer
- Coordinating presentations from LMLA members and any guest speakers during the event
- Coordinating lunch for all New Member Orientation attendees
- Creating the guest list, ensuring all attendees know the time, date, and location of the event
- Creating a game plan to engage with LMLA's newest members across the organization and exploring new ways to communicate the LMLA message
- Creating a Customer Service Strategy that integrates new members
- Ensuring that event offerings are designed to meet the needs and wants of the membership in alignment with the vision and mission of developing and engaging leaders at LM
- Assisting the Member Relations Team with other yearly engagement events, such as Connect & Engage Week

Basic Qualifications

- Strong verbal and written communication skills
- Highly passionate about leadership and personal development
- Able to hold peers accountable in constructive manner
- Well organized, resourceful and efficient; able to see opportunity and devise a solution
- Able to creatively problem-solve in a way that maximizes your efforts and LMLA resources
- Passionate about meeting new people and creating effective relationships that expand LMLA efforts. Strong interest in developing personal leadership skills
- Self-motivated to make the LMLA membership a priority

Personal Characteristics

- Fearless – Fear of failure, what others may think, or weak results do not hold you back
- Driven – Natural propensity to see what you started to the end and seek out new opportunities
- Performs with Excellence – Strives to be nothing but the best and expects the same from peers
- Consistent – Your peers know what to expect from you daily; dependable, like clockwork
- Persuasive – Able to motivate teams and create an environment of inclusion
- Respectful – Able to work with other ideas and find the optimal solution together.
- Heart for Others – Genuinely care for those around you and yearn for their growth.
- Servant Leadership Focused – Leads all peers with this mindset; others before myself
- Models servant leadership with their direct team and maintains focus on the membership