

Position Title: ARNG BCT/BDE Family Readiness Support Services (FRSS)

Location: Colorado Springs, CO

Availability: Immediate Placement Position Type: (Hourly, Non-exempt position, Full-time)

CTEC Inc. is seeking a qualified, trained and capable individual to serve as Family Readiness Support Assistant (FRSA) for Commands within the CO Army National Guard. The ARNG FRSA is assigned to Commands for the purpose of maintaining the continuity and stability of the Family Readiness Groups (FRGs) as units undergo changes in volunteers and leadership. The FRSA will be formally supervised by the contract company, but will receive technical guidance and direction from the Commander or his/her representative and the State Family Program Director (SFPD).

Major responsibilities include (not all inclusive)

- Provide training, administrative and logistical support to unit Command leadership team, the Family Readiness Group (volunteers) and the unit's overall Family Readiness program as provided for by policy and guidance from SFPD.
- Maintain and update required appointment memorandums for volunteers and Additional Duty Orders for Family Readiness Liaison.
- Track training requirements and completion for FRG volunteers, Family Readiness Liaisons and Command.
- Establish, maintain and update telephone trees and email distribution lists and FRG email list in accordance with command/state guidance.
- Establish, maintain and update unit FRG newsletter and/or social media page, under guidance of unit Command.
- Provide Annual Family Programs Brief for unit service-members and families (per CNGI1800.02).
- Assist in establishing and maintaining the units Virtual Family Readiness Group (vFRG) website per Command guidance.
- Attend Command meetings per SFPD guidance to gain continuing awareness of BDE/BN command guidance/instruction on unit FRP issues/directions.
- Manage overall volunteer utilization of Joint Services Support portal, maintain and update volunteer records and hours.
- Disseminate information on resources available to Soldiers and family members promoting quality of life opportunities.
- Conduct and document training for FRG volunteers, Command team and family members using standard approved curriculum including REAL, AFTB and state specific training curriculum.
- Compile and submit required reports.
- Evaluate training effectiveness through assessments of training content.
- Complete contract, program and state required training and certifications.

- Maintain accurate, clear, timely and concise communication with Family Readiness Volunteers

Qualified candidates must have:

- Knowledge of the structure and operations of the Army National Guard and Military Well Being Programs.
- Exceptional customer service-good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Proficiency in Microsoft Office, Word, Excel, Power Point and Database use experience
- Possess or be able to obtain and maintain a security clearance (NACI)
*Current clearance recommended
- High School Diploma or Equivalent (GED)

Application Instructions: Interested parties should submit a cover letter and current resume to www.ctec-corp.com/careers -NLT midnight, 10 October 2018.

Please email jalaric@ctec-corp.com for all correspondence related to this position.