

Bank of the San Juans

JOB DESCRIPTION

Position Title:
Branch Manager

Department:
Operations

Classification:
Exempt

Reporting Relationships

Positions Reports To: Area Manager

Positions Supervised: Customer Service Representatives, New Account Representatives, Personal Bankers, and Operations Officers.

Position Purpose

Manage direct reports to maximize productivity, efficiency, and the potential of the human assets of the company, including: hiring, directing job assignments, monitoring staff performance, coaching, counseling, assuring compliance with regulatory requirements and organizational mission, values, policies and work rules. Appraise performance and provide recommendations for staff compensation, promotion, and termination, as appropriate. Provides support for branch operations personnel regarding questions and clarification relating to policies and procedures. Actively participates in cross-training personnel and make sure staff is kept abreast of all products and service knowledge. Ensures customers' requests and questions are promptly resolved. Handles customers' complaints. Ensures customers are informed of Company services and policies. Counsel's customers regarding their financial needs and services requested. Educate customers on deposit products and services. Open new accounts and maintenance existing accounts. Performs teller functions as needed. Ensures personnel are well trained in all phases of their respective jobs. Completes orientation of new employees in overall branch procedures. Actively participates in cross-training personnel and assures staff is kept abreast of all products and services. Identify opportunities to offer additional consumer loan products/services to new/existing customers. Interview consumer loan applicants. Correspond with applicants to obtain information and documentation, communicate loan decision and schedule closing meetings. Adheres to GBCI security and other related policies and procedures to ensure a safe and secure work environment for internal and external customers. Oversees review of system exception and quality control reports for follow-up with branch operations. Ensures all branch transactions are balanced at the close of each day. Oversees individual accountability for the handling of cash and assists in resolving balancing problems. Is responsible for coordinating the maintenance of the office building, grounds, equipment and fixtures.

Essential Functions and Additional Responsibilities

Essential Functions

Responsible for the effective and efficient performance of branch operations.

Supervises work scheduling and workflow of daily routine operations. Ensures operations are conducted in accordance with established GBCI policies and procedures with legal and regulatory requirements. Ensures branch security. Ensures that the Branch is opened and closed in accordance with set hours, coordinates security equipment maintenance and tests security equipment quarterly. Supervises and assists with customer service functions. Promotes the cross selling of BSJ services.

Maintains proper cash controls.

Ensures all branch transactions are balanced at the close of each day. Oversees individual accountability for the handling of cash, resolving balancing problems, and handling daily deposits in accordance with established policies and procedures. Oversees audits of cash in possession of Tellers and cash on the premises. Assesses risk of all financial transactions executed by operations employees.

Effectively supervises branch operations staff, ensuring optimal performance.

Provides leadership through effective objective setting and communication. Directly supervises branch operations staff. Ensures high quality work and efficiency in operations are maintained. Determines work methods and flow through assigning, directing, coordinating, and reviewing tasks. Conducts weekly customer service meetings with all branch employees. Ensures branch operations staff are well trained in all phases of their respective jobs. Partners with Training Coordinators to orient new branch employees in policies and procedures. Performs cross training as necessary. Conducts and/or coordinates required compliance and security training as required by policy. Ensures personnel are effective and optimally used. Determines appropriate staffing levels for proper utilization of human resources. Tracks individual progress and conducts performance appraisals for branch operations staff. Formulates and implements corrective actions as needed. Recommends promotions for employees as appropriate. Provides leadership training to employees seeking management opportunities. Approves all sick leave, vacation, overtime, and time cards for subordinates. Documents and maintains attendance records.

Establishes and maintains effective, professional business relations with customers.

Motivate all branch employees to attain consumer and business development established goals through active participation and support of the High Performance Checking Program. Ensures customers' requests and questions are promptly resolved. Handles customers' complaints and adheres to policy documentation regarding routine and non-routine complaints. Ensures customers are informed of BSJ products and services. Counsel's customers regarding their financial needs and services requested. Manage and assist with wide variety of customer services including opening and maintaining deposit and savings accounts, safe deposit boxes, and e-banking products. Manage and assist with identification of consumer loan sales opportunities, interviewing consumer loan applicants, corresponding with consumer loan applicants throughout the application process to obtain information and documentation, communicating loan decisions, and scheduling closing meetings. Ensures BSJ's quality reputation is maintained and projected. Presents a neat, professional personal appearance according to established guidelines. Supports a professional working atmosphere to maintain a positive working relationship with customers, co-workers and managers. Talks to customers to resolve account problems. Contacts customers and business, community, and civic organizations to promote goodwill and generate new business. Ensures that BSJ's mission and strategy are followed and reinforced through effective management and marketing practices.

Responsible for the effective administration of Branch functions.

Ensures branch operations are well coordinated with accounting, loan processing, and credit functions. Be aware of industry trends in lending and deposit operations to feed research and development activities and assure that the company's products, services and processes are remaining competitive. Manages and oversees expenses. Pursues cost-saving measures. Continually seeks ways to improve branch operations and productivity. Monitor branch activity reports and make recommendations to management for improvements in a timely manner. Ensures proper maintenance and general housekeeping of the building, grounds, work areas, desks, and equipment is carried out. Ensures adequate supplies, forms, and equipment are available for personnel. Institutes prudent safety measures. Keeps management informed of branch activities, progress toward established objectives, and of any significant problems. Requests assistance when necessary.

Responsible for related functions as required or assigned.

Fills in and performs duties in branch positions as needed. Attends assigned training sessions and stays current on new operational procedures. Performs quality work within deadlines with or without supervision. Maintains work area in an organized and uncluttered manner. Timely and consistent attendance.

Additional Responsibilities

- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Adhere to Bank of the San Juans Company Core Values.
- Keeps management appropriately informed of area activities and of any significant problems.
- Participate in Community Service and Bank sponsored activities that serve and support the mission and values of the Bank of the San Juans.
- Provide superior internal and external customer service: must demonstrate self-governance, courtesy and respect toward external customers as well as internal customers (all organization personnel).
- Complete required bank and BVS training courses within assigned time frame(s).
- Represent Bank of the San Juans in a professional manner which includes a professional image, confidentiality, a positive “can-do” attitude, good attendance, punctuality, flexibility and adaptability in meeting bank and customer needs. Keep work area tidy and maintain customer privacy. Attends and participates in meetings as required.
- Additional duties as requested or assigned.

Qualifications

Education/Certification:	A two-year college degree at a business or trade school and or equivalent combination of education and experience.
Required Knowledge:	Thorough knowledge of BSJ services and products. Understanding of related legal and regulatory requirements. Familiarity with Branch functions, GBCI policies and procedures, and BSJ guidelines.
Experience Required:	Two to Five years of similar or related experience, including time spent in preparatory positions with a minimum of two years of supervisory experience.
Skills/Abilities:	Strong interpersonal, leadership, and supervisory skills. Well organized. Ability to operate related computer applications and related business equipment. Attention to detail. Business development skills Ability to maintain an effective and efficient workflow.

Physical Activities and Requirements of this Position

Stooping:	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
Kneeling:	Resting on knee or knees.
Crouching:	Bending downward and forward at the leg and spine.
Crawling:	Moving on hands and knees or hands and feet.
Reaching:	Extending hand(s) and arm(s) in any direction.
Standing:	For extended time periods.
Walking:	Especially for long distances.
Pulling:	Using upper body to draw, drag, haul, or tug objects.
Lifting:	Use of upper body and back muscles to lift objects.
Finger Dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
Grasping:	Using fingers and palm on an object.
Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Repetitive Motions:	Movements frequently and regularly required using the wrists, hands, and/or fingers.
Average Hearing:	Able to hear average or normal conversations and receive ordinary information.
Average Visual Abilities:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical Strength

Medium Work:	Exerting up to 50 lbs. occasionally, and/or up to 20 lbs. frequently, and/or 10 lbs. constantly.
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Working Conditions of This Position

- Worker is subject to varying inside and/or outside temperatures, which may include extreme heat (temperatures above 100 degrees) or extreme cold (temperatures below 32 degrees).
 - May require local and out-of-town travel
 - No hazardous or significantly unpleasant conditions. (Such as in a *typical* office.)
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Mental Activities and Requirements of this position

Reasoning Ability

More Complex:

Ability to apply logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions. Able to interpret a variety of technical instructions and can deal with multiple variables.

Mathematical Ability

Simple Algebra:

Ability to compute discount, interest, profit, and loss; commission markup and selling price; and ratio, proportion, and percentage. Able to perform very simple algebra.

Language Ability

Complex:

Ability to read periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ability to prepare business letters, proposals, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Ability to conduct training, communicate at panel discussions, and make professional presentations.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date
_____		_____	
Employee Printed Name		Supervisor Printed Name	

REVISION HISTORY

Effective Date	Version	Made By	Approved By	Revision Comments
01/04/18	01	JP & DS	JP & DS	Initial version.

Bank of the San Juans

JOB DESCRIPTION

Position Title:
Customer Service Representative 1, 2, 3 & 4

Department:
Tellers/CSR

Classification:
Non-Exempt

Reporting Relationships

Positions Reports To: Customer Service Manager or Branch Manager

Positions Supervised: None

Position Purpose

Customer Service Representatives are responsible for greeting customers visiting the branch and using the essential skills of effective communication and listening to meet the financial needs of customers while developing customer relationships. CSR's perform routine teller and bank transactions, educate customers as to products/services available, open new and maintain existing deposit accounts as well as other customer service duties. CSR's promote Bank of the San Juans by adhering to our Core Values: Honesty and Integrity, Service to the Customer, Teamwork, Respect for the Individual and Giving to the Communities We Serve, while maintaining good customer relations and referring customers to appropriate staff for new products and services. CSR's adhere to GBCI data center expectations regarding accuracy and timeliness of scanning teller work and keeping their Cash Drawer balanced with any discrepancies on the cash drawer not exceeding policy limits.

Essential Functions and Additional Responsibilities

Essential Functions

Teller Responsibilities

- Perform transactions for bank customers, including but not limited to: receive deposits, accept checks for cashing, accept loan payments, accept wire transfer requests, fill business change orders, issue cashier's checks, redeem savings bonds, process credit card advance requests, process foreign currency transactions, process telephone transfers, process and record night deposit transactions, process check orders, issue debit cards.
- Possess a basic knowledge of bank products such as checking, savings, and money market accounts, CDs, and e-banking services. Promote High Performance Checking Tell-A-Friend Program as well as helping with branch displays and big day promotions..
- Effectively sell and cross sell the services and accounts offered by the bank to best fit customers needs.
- Assist customers in reconciling accounts, closing accounts, and change of addresses as well as providing statement printouts and check copy requests.
- Answer incoming calls, direct calls, and take messages.

- Maintain daily balancing record by correctly balancing cash, locating overages or shortages, selling excess cash to vault and maintaining established cash levels in drawer. Sort, count, and wrap money to be transferred to the vault.
- Other duties as assigned.

Compliance and Security

- Take responsibility for remaining compliant with all applicable banking laws and regulations as well as following company policies and procedures, management directives, security and operational procedures.
- Responsible for maintaining accuracy and attention to detail in all aspects of the job.
- Responsible for keeping all information related to customers, co-workers and the bank private and confidential. Assure that any private information is accessed only as it pertains to the performance of your position, being aware of others who can hear your conversations or view private information.
- Proactively protect Bank of the San Juans and its customers from counterfeit and fraudulent activity by staying current on fraud warnings and initiating discussion with customers regarding specific transactions to prevent potential loss to customers and Bank of the San Juans.
- Complete all required annual compliance training and continuing education to stay current with bank policy, regulations and licensing requirements.
- Responsible to be aware of and adhere to the banks security policy. Notify management of any situation that may cause a security risk.

Additional Responsibilities

- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Adhere to Bank of the San Juans Company Core Values.
- Keeps management appropriately informed of area activities and of any significant problems.
- Participate in Community Service and Bank sponsored activities that serve and support the mission and values of the Bank of the San Juans.
- Provide superior internal and external customer service: must demonstrate self-governance, courtesy and respect toward external customers as well as internal customers (all organization personnel).
- Complete required bank and BVS training courses within assigned time frame(s).
- Represent Bank of the San Juans in a professional manner which includes a professional image, confidentiality, a positive “can-do” attitude, good attendance, punctuality, flexibility and adaptability in meeting bank and customer needs. Keep work area tidy and maintain customer privacy. Attends and participates in meetings as required.
- Additional duties as requested or assigned.

Qualifications

Education/Certification:	High school diploma or equivalent.
Required Knowledge:	Proficiency in computer applications.
Experience Required:	Up to six months of similar or related experience including time spent in similar or preparatory positions.
Skills/Abilities:	Ability to understand and follow written and oral instructions. Customer service skills required.

Physical Activities and Requirements of this Position

Stooping:	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
Kneeling:	Resting on knee or knees.
Crouching:	Bending downward and forward at the leg and spine.
Reaching:	Extending hand(s) and arm(s) in any direction.
Standing:	For extended time periods.
Pushing:	Using upper body to press against something with steady force.
Pulling:	Using upper body to draw, drag, haul, or tug objects.
Lifting:	Use of upper body and back muscles to lift objects.
Finger Dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
Grasping:	Using fingers and palm on an object.
Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Repetitive Motions:	Movements frequently and regularly required using the wrists, hands, and/or fingers.
Average Hearing:	Able to hear average or normal conversations and receive ordinary information.
Average Visual Abilities:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical Strength

Medium Work:	Exerting up to 50 lbs. occasionally, and/or up to 20 lbs. frequently, and/or 10 lbs. constantly.
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Working Conditions of This Position

- Occasional Travel may be required.
 - No hazardous or significantly unpleasant conditions. (Such as in a typical office.)
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Mental Activities and Requirements of this position

Reasoning Ability

Detailed: Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Mathematical Ability

Basic: Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; the four basic arithmetic operations with money; and operations with units such as inch, foot, yard; ounce, and pound.

Language Ability

Typical: Ability to use passive vocabulary of 5,000-6,000 words; read at a slow rate; and define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and using adjectives and adverbs. Ability to communicate in complex sentences, using normal word order with present and past tenses and good vocabulary.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Employee Printed Name		_____ Supervisor Printed Name	

REVISION HISTORY

Effective Date	Version	Made By	Approved By	Revision Comments
07/10/18	01	JP & DS	JP & DS	Initial version.

Bank of the San Juans

JOB DESCRIPTION

Position Title:
New Account Representative 1, 2 & 3

Department:
Tellers/CSR

Classification:
Non-Exempt

Reporting Relationships

Positions Reports To: Customer Service Manager or Branch Manager

Positions Supervised: None

Position Purpose

New Account Representative's are responsible for greeting customers visiting the branch and using the essential skills of effective communication and listening to meet the financial needs of customers and develop customer relationships. New Account Representative's perform routine teller and bank transactions, educate customers as to products/services available, open new and maintain existing deposit accounts and other customer services duties, promoting Bank of the San Juans by maintaining good customer relations and referring customers to appropriate staff for new services. New Account Rep's adhere to GBCI data center expectations regarding accuracy and timeliness of scanning teller work and keep their Cash Drawer balanced with any discrepancies on the cash drawer not exceeding policy limits.

Essential Functions and Additional Responsibilities

Essential Functions

Teller Responsibilities

- Perform transactions for bank customers, including but not limited to: receive deposits, accept checks for cashing, accept loan payments, accept wire transfer requests, fill business change orders, issue cashier's checks, redeem savings bonds, sell travel cards, process credit card advance requests, process telephone transfers, process and record night deposit transactions, process check orders, issue debit cards.
- Possess a basic knowledge of bank products such as checking, savings, and money market accounts, CDs, and e-banking services. Promote High Performance Checking Tell-A-Friend Program as well as helping with branch displays and big day promotions.
- Effectively sell and cross sell the services and accounts offered by the bank to best fit customers needs.
- Assist customers in reconciling accounts, closing accounts, and change of addresses as well as providing statement printouts and check copy requests.
- Answer incoming calls, direct calls, and take messages.
- Maintain daily balancing record by correctly balancing cash, locating overages or shortages, selling excess cash to vault and maintaining established cash levels in drawer. Sort, count, and wrap money to be transferred to the vault.

New Account Responsibilities

- Assist with wide variety of customer services including opening and maintaining deposit and savings accounts, safe deposit boxes, and e-banking products. Prepare associated documentation and scan for record retention purposes.
- Assist customers with opening CDs/IRAs and educate customers as to penalties, earnings, etc.
- Use every customer contact as an opportunity to advise customer about additional services or programs that might benefit them.
- Maintain proficient knowledge of Bank of the San Juans deposit and consumer loan products and services to effectively present the appropriate solutions to the customer.

Compliance and Security

- Take responsibility for remaining compliant with all applicable banking laws and regulations as well as following company policies and procedures, management directives, security and operational procedures.
- Accountable for maintaining accuracy and attention to detail in all aspects of the job.
- Responsible for keeping all information related to customers, co-workers and the bank private and confidential. Assure that any private information is accessed only as it pertains to the performance of your position, being aware of others who can hear your conversations or view private information.
- Proactively protect Bank of the San Juans and its customers from counterfeit and fraudulent activity by staying current on fraud warnings and initiating discussion with customers regarding specific transactions to prevent potential loss to customers and Bank of the San Juans.
- Complete all required annual compliance training and continuing education to stay current with bank policy, regulations and licensing requirements.
- Responsible to stay aware of and adhere to the banks security policy. Notify management of any situation that may cause a security risk.

Additional Responsibilities

- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Adhere to Bank of the San Juans Company Core Values.
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- Represent Bank of the San Juans in a professional manner which includes a professional image, confidentiality, a positive “can-do” attitude, good attendance, punctuality, flexibility and adaptability in meeting bank and customer needs. Keep work area tidy and maintain customer privacy. Attends and participates in meetings as required.
- Additional duties as requested or assigned.

Qualifications

Education/Certification: High school diploma or equivalent.

Required Knowledge: Proficiency in computer applications.
Moderate level of banking knowledge desired.
Knowledge of Teller policies and procedures.
Basic understanding of BSJ operations.

Experience Required:	Six months to two years of similar or related experience, including time spent in preparatory positions.
Skills/Abilities:	<p>Ability to understand and follow written and oral instructions.</p> <p>Cash handling skills required.</p> <p>Requires excellent interpersonal/ communication skills including a positive customer service orientation and strong listening skills.</p> <p>Professional appearance, dress, and attitude.</p> <p>Ability to operate related computer applications and business equipment including adding machine, copy machine, coin and money counting machines, and telephone.</p> <p>Good typing and ten key skills.</p>

Physical Activities and Requirements of this Position

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Mental Activities and Requirements of this position

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Mathematical Ability

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Language Ability

Typical: Ability to use passive vocabulary of 5,000-6,000 words; read at a slow rate; and define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and using adjectives and adverbs. Ability to communicate in complex sentences, using normal word order with present and past tenses and good vocabulary.

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_____ Employee Printed Name		_____ Supervisor Printed Name	

REVISION HISTORY

Effective Date	Version	Made By	Approved By	Revision Comments
07/10/18	01	JP & DS	JP & DS	Initial version.

Hot Job Opportunities

Employers are actively seeking candidates from the military community, and we want to make sure you're the first to hear about these opportunities. Here are a few we thought you might be interested in sharing with your network.

CARMAX

Class A CDL Driver

Multiple Locations • Transportation • Full time Likely to be a good fit: Army: Motor Transport Operator, Marines: Motor Vehicle Operator, Semitrailer Refueler Operator, Vehicle Recovery Operator, Air Force: Ground Transportation

Logistics Associate

Laurel, Maryland • Transportation • Full time Ability to read, interpret, and transcribe data in order to maintain accurate records; successfully work with associates of other departments; multitask. Strong inventory management capabilities.

JOHN DEERE

Assembler

Waterloo, Iowa • Full time
Likely to be a good fit: E3-E7
John Deere will train candidate for this role.

ARCONIC FOUNDATION

Unit Supervisor

Lafayette, Indiana • Transportation • Full time Likely to be a good fit: E5-E7

JOHNSON & JOHNSON

Re-Ignite Supply Chain Manager, Business Standards & Capabilities Returnship Piscataway, NJ • Full Time Bachelor's degree, a current 2+ year break from engineering or other STEM function, minimum of 6 years related experience required.

Re-Ignite Supply Chain Manager Planning Excellence Returnship Titusville, NJ • Horsham, PA • Malvern, PA Bachelor's degree, a current 2+ year break from engineering or other STEM function, minimum of 6 years related experience required.

Job seekers who think they may be a good fit for any of the following roles are encouraged to fill out this form:

<http://click.uschamber.com/?qs=2b3135f8195a7665a9e58ba54eb299961bb0f802a389ee91c07baf0e1d1aed782784a78f7a337be8115f178a423228d028e0f23b3cd05eb>

Senior Vice President, Content Operations-Virtual in CONUS OCONUS

This position is open to Veterans, Transitioning Military, USAR, NG, Military Spouses, Spouses of Veterans, and Caregivers of War Wounded

To apply for this position, please visit **VetJobs.org** or **MilitarySpouseJobs.org** and navigate to the RC Job Board under the Jobs tab.

Search for Req. #305870BR

Direct link:

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=16030&siteid=6090&Areq=305870BR>

All positions are open until filled unless otherwise noted.

JOB DESCRIPTION:

The Senior Vice President, Content Operations, will lead all operational components and reporting lines associated with creation and delivery of learning products for the university and corporate client accounts. Partnering with department heads, CEO, and key market stakeholders, the SVP, Content Operations will formulate and deploy strategy for delivery and success plans that increase revenue with new and reoccurring clients.

- Define content strategy offerings to meet emerging needs in enterprise organizations, including content user research; content operations assessments; information architecture design; implementation of structured authoring standards; system content migration & transformation; content lifecycle organization & process change management; and taxonomy & metadata design
- Innovate and create internal and external efficiencies in the content pipeline
- Proactively report on Content Operations KPIs, benchmarks and timelines, including the creation of dashboards to track progress and performance
- Work closely with Business Development Lane of Business to deploy competitive client proposals including accurate milestones, gate reviews, and budgets.
- Grow and manage a team of content operation leaders, project managers and subject matter experts
- Serve as a member of the senior leadership team.

MINIMUM REQUIREMENTS:

- Demonstrates ability to define quantified business value; anticipate change management challenges; design and execute roadmaps for content-related digital transformation initiatives including understanding relative size of opportunities by use case, content asset valuation, information architecture redesign, introduction of structured content authoring, content lifecycle process redesign
- Familiarity with key systems supporting content workflows (e.g., content authoring tools, CMS, DAM), structured authoring/micro content methodologies, and content semantics methodologies (e.g., taxonomy, meta data, knowledge graphs)
- Proven people management and development skills
- Excellent interpersonal and communication skills across a broad spectrum of cultural differences, in particular with C-level executives
- Ability to work in a 100% remote environment across multiple time zones and countries
- Ability to function well in a high-paced and at times stressful environment
- Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines

- Bachelor's degree from an accredited university, or equivalent military experience required.
- 10-15 years of experience in content, production, operations, or a related role preferred.
- 7+ years of experience managing teams preferred.
- Very strong critical thinking and analysis skills. Ability to take an ambiguous problem, use data-informed brainstorming, identify goals and clear metrics, and drive a team to deliver on those goals
- Self-starter, a proven team leader, with the ability to meet deadlines and impeccable attention to detail

Quality Assurance Specialist- Virtual CONUS and OCONUS

This position is open to Veterans, Transitioning Military, USAR, NG, Military Spouses, Spouses of Veterans, and Caregivers of War Wounded

To apply for this position, please visit **VetJobs.org** or **MilitarySpouseJobs.org** and navigate to the RC Job Board under the Jobs tab.

Search for Req. # 305871BR

Direct link:

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=16030&siteid=6090&Areq=305871BR>

All positions are open until filled unless otherwise noted.

JOB DESCRIPTION:

The Quality Assurance Specialist will work across all lanes of business to ensure content, products and services meet the established standards set by Freedom Learning Group (FLG) and our valued clients. Under the direction of the Chief of Staff, the Quality Assurance Specialist will develop, implement, and maintain systems of quality and reliability testing for FLG's products.

Duties/Responsibilities:

- Develops, implements, and manages processes to ensure that content and other products meet required specifications for quality, function, and reliability prior to client delivery.
- Identifies and sets appropriate quality standards and parameters for content and products.
- Communicates quality standards and parameters to operations, content operations, senior leadership, and other appropriate staff.
- Coordinates content and product testing processes.
- Reviews client, customer, and user feedback to proactively suggest process, content, and product improvement.

All other duties as assigned.

MINIMUM REQUIREMENTS:

Excellent verbal and written communication skills.

Understanding of content development processes.

Excellent interpersonal and customer service skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Excellent interpersonal and communication skills across a broad spectrum of cultural differences, in particular with C-level executives

Ability to work in a 100% remote environment across multiple time zones and countries

Ability to function well in a high-paced and at times stressful environment
Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines

Education and Experience:

Experience in copyediting, publishing, content development, curriculum development or other related field required.

Associates degree or equivalent military experience preferred.

Very strong critical thinking and analysis skills. Ability to take an ambiguous problem, use data-informed brainstorming, identify goals and clear metrics, and drive a team to deliver on those goals.

Self-starter, a proven team leader, with the ability to meet deadlines and impeccable attention to detail.

Required Availability:

Approximately 30 hours per week

Location:

Remote/Ability to work from home from anywhere in the world. Must have reliable internet access as the projects will be managed and coordinated via email and teleconference as needed.

Inclusion & Diversity Content Review- Instructional Content Author- Virtual CONUS & OCONUS

Search for Req. # 305869BR

Direct link:

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=16030&siteid=6090&Areq=305869BR>

All positions are open until filled unless otherwise noted.

JOB DESCRIPTION:

As part of the FLG Development team you will review content to ensure appropriateness for gender, race, ethnicity, linguistics, religion, socioeconomic status, disability, age, and language.

PROJECT DURATION:

Six Months

REQUIRED AVAILABILITY:

Up to 40 hours per week. Part time hours are available. Projects will have set milestones and deadlines, but there are no set hours and all contract work is self-paced provided that deadlines are met. Part time contributors must still commit to some level of daily interaction with the FLG team.

MINIMUM REQUIREMENTS:

- Certificate or Degree in Diversity, Equity and Inclusion.
- Higher education teaching and/or content development experience.
- Experience with Diversity training programs.

Please see the job description for full details.



About Proximity Learning

Proximity Learning is an education technology company that utilizes virtual instruction to meet the academic needs of their students. We have provided quality instruction to students across the country for over ten years. We believe all students deserve educational equity and should be taught by the best teachers in the country. We pair our teachers with school districts and provide live virtual instruction to our students. Our students are located at their perspective schools and are supported during their classes by a classroom facilitator.

Our Teachers

Proximity Learning is currently searching for certified teachers who are interested in virtual instruction. Our teachers must meet the following criteria:

- Teachers must hold a valid teaching license in at least one state in the US
- Teachers must be willing to teach at least a 4 hour block of time between the hours of 7:30 AM and 4:00 PM each day (teachers can teach as many classes as they choose)
- Candidates must have a working computer (2014 or newer) and a second monitor or tablet
- Candidates must be comfortable with technology and willing to grow as a virtual educator
- Our teachers benefit from flexible schedules and have an improved work life balance
- Our teachers receive healthcare benefits, 401K, and paid time off
- Our teachers will work in a collaborative and team friendly environment

Working with us

We are actively hiring science, English, math, social studies, Spanish, French, ASL, and CTE teachers. Candidates may contact Carla Johnson at cjohnson@proxlearn.com if they have additional questions. Interested candidates can use the link below to apply for our teaching roles.

<https://proxlearn.tedk12.com/hire/index.aspx>



ICF International, Inc. is Hiring!

ICF International, Inc. is hiring for a full-time remote Digital Web Specialist.

Position Title: Digital Web Specialist Job#: R2100609

Location: Remote

Position Description: ICF is seeking a Digital Web Specialist (Remote) to support the ongoing web production and online product development activities of the Capacity Building Center for States, under ICF's contract with the U.S. Department of Health and Human Services, part of the Children's Bureau's Capacity Building Division. The Specialist will support enhancement of customer experience and will be capable of coordinating web production including development of online products and applications using a variety of tools and systems with experience in search engine optimization (SEO), Section 508, W3C, and/or WCAG 2.0 Accessibility assessments, remediation, and testing. Incorporating best practices, the Web Specialist will work with the Digital Strategy Manager, other Web Specialists, and other identified content contributors to maintain and enhance the Center's website.

This role is a remote/ work from home.

Roles and Responsibilities:

- Work closely with the Digital Strategy Manager, Web Specialists, other staff, and partners to capture requirements for web tasks
- Monitor workflow and status of project tasks and provide regular updates to managers and team via stand-up meetings and other frequent communications
- Maintain project plans, develop standard operating procedures, and provide key written communications for stakeholders, including ad hoc and formal reports
- Administer and publish web pages and help implement new functionalities for Mura and Drupal content management systems
- Provide quality checks on website maintenance to ensure page architecture integrity and that content consistently meets branding, online writing, style, and web best practices
- Provide Section 508 review on documents and web pages/e-learning courses using keyboard, automated tools, Assistive Technology (AT) and manual checks
- Review key analytics and evaluation data to enhance web design and user experience
- Help facilitate meetings and prepare materials and visual aids to effectively transfer information and gather input



- Implement strategies to enhance web content for search engine optimization (SEO)
- Provide training to non-technical staff
- Ensure consistency in the work by contributing and updating existing documentations
- Perform quality checks of end products and outputs
- Help with strategic planning around ways to better support the client

**Position
Requirements:**

Basic Qualifications:

- Bachelor's degree and coursework or training in Information Technology, Web Design and Development, Section 508 experience, SEO, User Experience, and Digital Communications
- 3+ years of experience working on Section 508 Compliance and Accessibility
- 3 years proven experience administering/maintaining websites and coordinating web production, especially for government websites
- 3 years development of websites and other online channels and evaluating impact/success using Google Analytics.
- At least 2 years graphic and web/interface design experience

Preferred Skills/Experience:

- Strong quality control experience specific to an online environment
- Experience using Teams and other Microsoft Office tools for collaborative work
- Has worked in highly collaborative environment to gather and share input, and to address changing priorities
- Experience capturing and tracking requirements and moving work ahead using various tools (SOPs, wireframes, comps, workflow/bug tracking, etc.)
- Experience testing electronic documents (Video/Webinar, PDF, Word, Excel, and PowerPoint) for Section 508 compliance
- Experience and knowledge of Section 508 requirements for IT software and hardware
- Familiarity with Federal Government accessibility testing is preferred
- Knowledge of Web Content Accessibility Guidelines (WCAG) 2.0
- Understanding and experience with producing Section 508 compliant materials and accessible websites
- Experience defining CMS templates based on user experience
- Experience with database-driven web application development helpful
- Has been responsible for professional written communications and reports
- Proficiency with MS Office and Project, Adobe Acrobat and Creative Suite/Cloud, HTML, and Content Management Systems



- Experience with human services or knowledge of child welfare issues and services (not required)
- Experience tracking SEO performance, including SERP analysis

Professional Skills:

- Strong organizational and coordination skills; has flexibility and communicates often
- Excellent oral and written communication skills required
- Ability to monitor and report on complex work
- Ability to communicate effectively with both technical and non-technical staff
- Experience defining CMS templates based on user experience
- Experience with database-driven web application development helpful
- Has been responsible for professional written communications and reports
- Proficiency with MS Office and Project, Adobe Acrobat and Creative Suite/Cloud, HTML, and Content Management Systems
- Experience with human services or knowledge of child welfare issues and services (not required)
- Experience tracking SEO performance, including SERP analysis
- Professional Skills:
- Strong organizational and coordination skills; has flexibility and communicates often
- Excellent oral and written communication skills required
- Ability to monitor and report on complex work
- Ability to communicate effectively with both technical and non-technical staff

**Application
Mechanism:**

<https://www.icf.com/careers/jobs/R2100609>



Delegate Solutions is Hiring!!

Delegate Solutions is hiring for the following remote positions**.

Job Title	Job Type	Salary
Virtual Executive Assistant: Implementer	Full-time	\$36,000/annually salaried exempt to start
Virtual Executive Assistant: Strategist	Full-time	\$36,000/annually salaried exempt to start
Virtual Executive Assistant: Strategist	Part-time	\$23,400/annually salaried non-exempt

For more information about the positions, please go to the link below to apply:

<https://www.delegatesolutions.com/join-the-team>

** Applicants can be located anywhere in the world; however, they must have U.S. citizenship and a U.S. Bank account.



Long Term Care Group (LTCG) is Hiring!

If you have a passion for helping people, especially those who may be going through a difficult time we encourage you read on.

As a Customer Care Professional, you will be providing service to long term care insurance policy owners as well as financial representatives of insurance companies. You will have the opportunity to be part of a supportive team to provide best in class customer service.

These part time openings are work from home. The first 6 weeks will be paid training with hours from 10am-3pm Monday-Friday. After training you will be expected to work 20 hours per week within our preferred times of Monday and Tuesdays 9:45-4:00 and Wed-Friday 10:00-2:00. If you are seeking part time work and have a passion for helping people, we encourage you to apply.

Position Title: Customer Care Professional

Job Type: Part-time Remote

Start Date: 3/30/21

Responsibilities

1. Answers and responds to telephone and/or electronic inquiries regarding Long Term Care benefit administration, policy owner eligibility and claims processing.
2. Documents all calls and related correspondence using the LTC insurance system or other proprietary tools and office processes; document follow-up calls, voicemails and any other pending service requests.
3. Provides prompt, courteous and excellent service to internal and external customers at all times. This includes an obligation to actively cooperate and interact with other departments to advance the overall interest of the company.
4. Identifies service opportunities and suggests innovative ideas for improvement.
5. Handles multiple products and services intermittently while meeting established service requirements and standards.
6. Acts with a sense of urgency and takes ownership regarding aspects of call management and escalation of issues.
7. Ensures issues are referred to appropriate areas; leveraging internal relationships to ensure efficient issue resolution; involves leadership when necessary.
8. Other duties and projects as assigned.



Minimum Qualifications

- * High school diploma or GED required.
- * Strong written and verbal communication skills; is familiar with business and phone protocols.
- * Excellent organization and detail orientation skills with the ability to meet established deadlines.
- * Proficient with MS Windows environment, including MS Word.
- * Is reliable, trustworthy, and maintains appropriate organizational confidentiality.
- * Minimum of one-year customer service experience working in a fast-paced, ever-changing call center environment.

Preferred Qualifications

- * Associate degree in Business Administration or BA/BS preferred.
- * Previous experience working in an insurance or financial services environment is preferred but not required.

Application Mechanism

Please send resume and cover letter to Ms. Janet Alvarez, Talent Acquisition, Recruiter
@ Janet.Alvarez@ltcg.com

For more information at LTCG, go to: www.ltcg.com



Open Positions at KOAA

https://scripps.wd5.myworkdayjobs.com/Scripps_Careers/1/refreshFacet/318c8bb6f553100021d223d9780d30be

Master Control Tech II – Pueblo

KOAA is seeking to hire a Master Control Tech! The Master Control Tech is responsible for operating the Master Control switcher, manning proper audio and video levels, and overseeing our channels air performance and accuracy resulting in a quality on air shift.

WHAT YOU'LL DO:

- Responsible for observing and recording transmitter power and frequency readings, adjusting them to legal limits if necessary.
- Aligning satellite receiver dish, adjusting audio and video levels as well as recording programs while down linking satellite feeds.
- Back-timing and adjusting all "On Air" material to ensure that when a show is started, it will end at a pre-determined time using automation.
- Dub commercials into video servers with proper audio and video levels.
- Operation of all Master Control equipment. Responsible for switching and verification of commercials and program material to air with correct audio and video levels; any associated keys or EAS material. Maintain all required program logs.
- Loading and playing back pre-recorded programs, public service announcements and news material.
- Recording programs, promotions, Public Service Announcements, and news material.
- Responsible for on air switching of all programs, commercials, promotions, and Public Service Announcements.
- Operation of audio board and all associated audio equipment.
- Tuning in satellite and ENG remotes.
- Loading programs on videotape machines and server-based equipment, adjusting audio and video levels for proper playback.
- Operating Crispin automation equipment, MC Switcher and Transmitter Remote Control (analog and digital).
- Monitoring transmitter remote control equipment and take appropriate action as needed.
- Reading various scopes and other technical monitoring equipment.
- Responsible for maintaining in a neat and orderly manner the transmitter and microwave and station logs in accordance with FCC Rules and Regulations.

WHAT YOU'LL NEED:

- Must have a high school diploma or equivalent.
- 1-3 years of operating a Master Control switcher in a television station or equivalent experience in a video production facility.
- Six (6) months prior commercial television experience.
- One (1) year of commercial television experience preferred.

WHAT YOU'LL BRING:

- Knowledge of Master Control.

- Ability to operate and have working knowledge of various videotape machines, video servers, scopes, and switchers.
- Knowledge of transmitter power parameters.
- Knowledge of machine playback from a variety of tape formats.
- Must have experience with automation systems.
- Must be a person who is organized, accurate, detail oriented and plans ahead under exact and immediate deadlines.
- Good mathematic skills, especially with addition and subtraction.
- Good manual dexterity.
- Excellent communication skills.
- Must be able to work well under pressure.
- Must be able to work nights and weekends.

WORK ENVIRONMENT:

- Ability to sit for long period of time
- Ability to lift 20 pounds.
- Must be able to reach overhead

WHAT WE OFFER (Additional Benefits):

- Extensive Scripps Sales Process training
- Uncapped sales commission
- Monthly allowance for mileage and cell phone
- A career path to grow your professional experiences
- Full medical, dental and vision benefits, as well as certain other health and wellness benefits
- Retirement savings plan with company match
- Other key company benefits include disability accident insurance, hospital indemnity, critical illness, life insurance, AD&D, ID protection, pet discount program, and employee assistance program. More details about timing and conditions of benefits eligibility and other plan terms and conditions will be provided upon hire.

Editor II (Part-Time)

E.W. Scripps news station KOAA NEWS 5 is searching for a dynamic Editor II to join our team. In this role, the Editor II will be responsible for integrating visual content and audio material to create compelling stories as well as completing daily editing projects for multiple platforms.

WHAT YOU'LL DO:

- Capture visual content and edit long-form stories and daily newscasts as needed
- Work with producers, multi-media journalists and photojournalists to ensure a high- quality product consistent with station's brand
- Operate various news gathering equipment, including but not limited to video camera and video editing equipment
- Complete daily editing projects for multiple platforms
- Maintain video archive filing system
- Reacts to breaking news on an immediate basis
- Gathers story related materials (sound and video) on a timely basis

- Coordinates remote and studio events, creating synergy between remote and studio productions
- Collaborates with affiliates on breaking news stories, sharing of information
- Perform other duties as assigned

WHAT YOU'LL NEED:

- Associate degree in journalism or related field
- 3+ years' experience in related field preferred
- Must be able to lift up to 50 pounds

WHAT YOU'LL BRING:

- Proficiency in non-linear, editing, including Final Cut Pro
- Ability to integrate visual content and audio material to create compelling stories
- Knowledge and demonstration of creativity, editorial judgment, journalistic ethics and libel laws
- Computer literacy required, including newsroom computer systems. Videography and non-linear editing experience preferred
- Knowledge of broadcast quality camera equipment
- Self-motivated and able to work in a fast-paced deadline-driven environment

COMPENSATION RANGE:

Hourly: \$14.65 - 14.75

ADDITIONAL BENEFITS:

- A career path to grow your professional experiences
- Full medical, dental and vision benefits, as well as certain other health and wellness benefits
- Retirement savings plan with company match
- Other key company benefits include disability accident insurance, hospital indemnity, critical illness, life insurance, AD&D, ID protection, pet discount program, and employee assistance program. More details about timing and conditions of benefits eligibility and other plan terms and conditions will be provided upon hire.

Sales Support Assistant-Colorado Springs CO

The E.W. Scripps news station KOAA NEWS5 in Colorado Springs is hiring a Sales Support Assistant. This person will be responsible for supporting the sales department in day-to-day activities.

WHAT YOU'LL DO:

- Assist Sales team with pre-sales events, client appointments and order entry. Facilitate & process sales presentations.
- Communicate with advertising agencies and clients for make goods, preemptions, under delivery and day-to-day contact. Including sending station information to clients and national representatives.
- Generate and analyze sales reports including rating delivery data by week and adjusting advertising schedules. Complete online postings.
- Identify and correct any billing errors or issues prior to end of month.
- Correctly input client billing adjustments within the same month as dispute identified.
- Attend sales training and planning meetings.
- Arranges and distributes various advertising materials and sales reports to the proper areas in a timely manner.

- Provide exemplary customer assistance.
- Assist AE's and clients with commercial time, arrange tape pick-ups, and make goods and changes.
- Send location information to clients and national reps.
- Produce sales pieces in coordination with National Rep. Firm and Research Director.
- Assist with inventory control and updating and weekly rate card.
- Paid programming liaison with advertisers, where necessary.
- Cross-train in all sales and traffic software applications as well as sales support positions.
- Handles the daily general clerical functions such as filing, answering phones, creating correspondence and calculating rates to quote to customers.
- Other duties as assigned.

WHAT YOU'LL NEED:

- High School diploma or equivalent required.
- 5+ years' experience in a related field.

COMPENSATION RANGE:

Hourly: \$17.31 - \$19.23

ADDITIONAL BENEFITS:

- A career path to grow your professional experiences
- Full medical, dental and vision benefits, as well as certain other health and wellness benefits
- Retirement savings plan with company match
- Other key company benefits include disability accident insurance, hospital indemnity, critical illness, life insurance, AD&D, ID protection, pet discount program, and employee assistance program. More details about timing and conditions of benefits eligibility and other plan terms and conditions will be provided upon hire.



Child & Youth Program Coordinator Posting: C-35

Army National Guard (ARNG) Child & Youth Services (CYS)

Please include a current resume and cover letter, as well as any pertinent job specific information you feel will be helpful and demonstrate your knowledge and qualifications for this position. To be considered, you must complete the online application process on the company website under the "Careers" tab:

<http://www.dystech.com/jobs>.

Date Posted:	February 23, 2021
Close Date:	March 9, 2021 (or until filled)
Location:	Colorado Springs, CO 80907
Job Type:	Full-Time/Contract/NON-SCA

PROGRAM MISSION:

The mission of Army National Guard (ARNG) Child & Youth Services (CYS) is to promote and sustain the quality of life and resilience of Army National Guard dependent children and youth by providing secure, timely, flexible, high-quality support services and enrichment programs.

DEMONSTRATED SKILLS & RESPONSIBILITIES:

SKILL AREAS	RESPONSIBILITIES
Youth Program Management & Development	<ul style="list-style-type: none"> • Research, development and implementation of evidence-based youth resilience and life-skills curriculum for school-age youth and teens • Provide real-time, in-person programming for youth in a variety of learning environments (residential/day camps, youth retreats, virtual, small and large groups, etc.) • Development and management of a fiscal year programming calendar • Maintain subject matter knowledge of and compliance with policies, regulations and guidance governing CYS and military youth programs • Understand the military structure, culture and deployment cycle, as well as programming and services designed to support youth readiness and resilience • Maintain accurate records of event registrations, community and national resources and partnerships, volunteer background checks and contract travel funds • Ensure the timely completion and submission of applicable weekly, monthly and annual CYS reports • Ensure information on youth, families, Service Members and volunteers is safe-guarded and securely maintained • Actively and regularly market, recruit and train teens to serve on the state/territory teen panel
Event Planning	<ul style="list-style-type: none"> • Conduct site visits and implement risk management processes prior to and during events and activities • Coordinate and manage event rosters, registration information and relevant volunteer information • Manage event logistical details and ensure compliance with applicable policies, regulations and operating procedures
Marketing Development	<ul style="list-style-type: none"> • Development and management of a fiscal year marketing calendar • Development of professional-looking marketing materials designed to increase awareness of local, state/territory and federal resources, benefits and services available and increase awareness of the CYS Program and promote upcoming CYS events and activities • Utilization of social media platforms, print materials and email campaigns to actively promote programs and services available



Child & Youth Program Coordinator

Posting: C-35

Public Speaking & Effective Communication	<ul style="list-style-type: none"> • Research and development of professional briefing and training information • Coordinate/conduct briefings for military leadership and both military and civilian populations on benefits and services available to youth, Family Members and Service Members • Coordinate/conduct briefings and trainings for both military and civilian partner organizations and programs on the needs of and services available to military youth & families, the mission of CYS, and program engagement opportunities • Utilize appropriate and professional writing mechanics on all CYS marketing materials, training information, and in all correspondence with youth, families, Service Members, volunteers & vested individuals/organizations
Outreach & Partnership Building	<ul style="list-style-type: none"> • Plan, develop and implement youth programming and services to support deployment cycle readiness and resilience • Provide training and support to those in the education and youth service fields on supporting military youth and their families and resources available • Collaborate with national and community-based organizations to increase engagement and programming opportunities for youth
Data Analysis	<ul style="list-style-type: none"> • Review and analyze data collected from various surveys and evaluations to identify program trends and make recommendations for program improvement • Identify needs of military youth based on both formal and informal surveying and engagement
Volunteer Management	<ul style="list-style-type: none"> • Develop and utilize volunteer recruitment and marketing materials • Develop and provide volunteer orientation training(s) to better ensure awareness of the military and program needs • Work with the State Family Program Director (SFPD) to ensure volunteer meet background check requirements, as well as training requirements • Provide supervision and guidance to volunteers before, during and after events

REQUIREMENTS/QUALIFICATIONS

- Four years of college and demonstrated work experience in a related field (i.e. Education, Youth Development, Reserve Component Family Programs or Child & Youth Programs, social sciences, human resources, or business/program management) (REQUIRED)
- In the absence of secondary education, significant work experience in a related field (REQUIRED)
- Knowledge of youth growth and development practices, early childhood education, latest trends in youth program implementation and management, and building and sustaining collaborative partnerships with military and civilian programs and organizations (REQUIRED)
- Computer proficiency in utilizing Microsoft Word, Excel, PowerPoint, Publisher and social media platforms (REQUIRED)
- Possess a current and valid driver's license (REQUIRED)
- Must be a US Citizen (REQUIRED)
- Must pass required state and federal background investigations, with a minimum CNACI clearance in accordance with DoDI 1402.5, FBI background and maintain favorable background checks (REQUIRED)
- Demonstrated ability to work effectively within the military structure and with outside agencies
- Broad-based knowledge, experience, and skills in the areas of military well-being programs, Family Programs, and the deployment support cycle requirements to support military youth, families and Service Members



Recreation Aid NF-01, Closes: 03/04/21

<https://www.usajobs.gov/GetJob/ViewDetails/592876800>

Automotive Center Manager, Closes:
03/03/21

<https://www.usajobs.gov/GetJob/ViewDetails/593312100>

Equipment Specialist, Closes: 03/14/21

<https://www.usajobs.gov/GetJob/ViewDetails/592963000>

Health Technician, Closes: 03/10/21

<https://www.usajobs.gov/GetJob/ViewDetails/593044600>

Maintenance Worker, Closes: 03/26/21

<https://www.usajobs.gov/GetJob/ViewDetails/593017000>

Child and Youth Program Assistant, Closes:
03/15/21

<https://www.usajobs.gov/GetJob/ViewDetails/589127000>

Telecommunication Manager, Colorado
Springs CO, Closes: 03/05/2021

<https://www.usajobs.gov/GetJob/ViewDetails/591591100>

Medical Instrument Tech, Closes:
03/05/2021

<https://www.usajobs.gov/GetJob/ViewDetails/592893900>

Psychology Technician, Closes: 03/05/2021

<https://www.usajobs.gov/GetJob/ViewDetails/592869600>

Community Recreation Officer, Closes:
03/09/21 (Fort Hood TX)

<https://www.usajobs.gov/GetJob/ViewDetails/593056200>

Additional Fort Carson Positions:

<https://www.usajobs.gov/Search/Results?l=Fort%20Carson%2C%20Colorado&s=enddate&p=1>



WORK AT HOME

This is a selection of remote job openings from our strategic partners.
For immediate consideration, please ensure your resume is aligned to reflect the position requirements when you apply.

- 305536BR Remote Customer Service Specialist - AZ CO ID NV OR UT WA
- 305506BR Provider Operations Rep - Remote CT FL NJ NY PA TX
- 305504BR Claims Operations Analyst - Remote CT FL NJ NY PA TX
- 305494BR Virtual Senior Associate - Customer Success Manager
- 305493BR Virtual Loan Processing Subject Matter Expert
- 305492BR Virtual Team Manager - Remote in VA
- 305468BR Director, Corporate Compliance - WAH - Washington, DC
- 303643BR eLearning Video Course Dev. Instructional Content Author - Worldwide
- 284556BR Virtual Executive Assistant
- 284558BR Virtual Legal Assistant
- 284557BR Virtual Marketing & Social Media Specialist



All positions are open until filled.
To apply, visit [VetJobs.org](https://www.vetjobs.org) -or- [MilitarySpouseJobs.org](https://www.MilitarySpouseJobs.org)
Navigate to the **RC Job Board via the **Jobs** tab. Search by Req#.**
Send questions to Melanie at mgrantham@vetjobs.org

2/18/2021

