

# POSITION ADVERTISEMENT



**Military Personnel Services Corporation (MPSC)**  
6066 Leesburg Pike, Suite 900  
Falls Church, Virginia 22041  
Toll Free: 877.336.0800; [www.mpscrc.com](http://www.mpscrc.com)

**Position Title:**

## **Air National Guard (ANG) Yellow Ribbon Support Specialist**

**Location:** Numerous States and Territories

**Salary:** \$ 44-46,000 Annual

**Availability:** For Immediate Placement

The **Military Personnel Services Corporation (MPSC)** is seeking qualified, trained and capable individuals to serve as Yellow Ribbon Support Specialists within the Air National Guard throughout the States and Territories. The ANG Yellow Ribbon Support Specialist position is designed to provide outreach, communication and coordination for programs that will educate ANG Members and their Families about assistance and services available to them under the Yellow Ribbon Reintegration Program. The ANG Yellow Ribbon Support Specialist will provide day-to-day liaison and continuity of operations, programs, and initiatives. ANG Yellow Ribbon Support Specialists will be formally supervised and provided program direction by MPSC, the contract company, but will also receive technical guidance from a state or territory government point of contact.

### **Major responsibilities include (not all inclusive):**

- Work with National Guard contacts within the state and territory to assist and establish local and state networks to manage the ANG YR Program.
- Facilitate YR organizational efforts to build the program's credibility and understanding.
- Coordinate all aspects of the YR program within the state and territory. Ensure baseline requirements of the YR Program are provided to ANG Members and their Families.
- Serve as the state or territory "Subject Matter Expert" in regard to ANG reunion, reintegration, and wellbeing requirements and activities.
- Provide assistance to State J1, Wing Family Program Coordinators, units, and/or individuals with events, training, and activities required by legislation and as directed by the state or territory to ensure accomplishment of all YR requirements during phases of deployment.
- Provide support in the development of documents, briefings, Memorandums of Understanding and Memorandums of Agreement with other offices or agencies in support of the YR Program.
- Gather and analyze data, submit reports, and assist with identifying systematic problems for mitigation and resolution, track progress, report significant activities, and ensure program standards are met.
- Provide assistance to the state or territory leadership as may be directed within the scope of the contract and program objectives.
- Serve as the conduit for command information and coordination pertaining to YR activities and requirements within the state or territory.
- Provide information, data, and reports as required by the National Guard Bureau, J1 office.

### **Qualified candidates must have:**

- Knowledge, experience, and skills in the area of military personnel, human resources, and Joint Service Support Network programs. Demonstrated working knowledge of military wellbeing programs, family programs, and deployment cycle support.
- Knowledge of the structure and operations of the Air National Guard.
- 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 Word, Excel, Power Point and Database use experience.
- Ability to travel extensively to support ANG Geographically Separated Units.

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), \$50k Life Insurance Policy, and a comprehensive Health and Dental Plan. Interested parties should submit questions or resumes, via email, to [dcrews@mpscrc.com](mailto:dcrews@mpscrc.com). EFax resumes accepted @ 571-481-4071, ATTN: Donna Crews. Resumes should not exceed two pages.

**MPSC IS AN EQUAL OPPORTUNITY EMPLOYER**