



Position Title: Army National Guard (ARNG) Family Assistance Center (FAC) Coordinator

Location: St Croix, VI
Salary: \$42,500- \$47,500 Annual

Availability: NOW
Deadline for Application: April 2, 2012

Military Personnel Services Corporation (MPSC) is seeking qualified individuals to serve as Family Assistance Center (FAC) Coordinator in support of a national contract for the Virgin Islands Army National Guard (ARNG). The FAC Coordinator will provide family assistance for deployed service members and their families. The FAC Coordinator will serve as the liaison between the chain of command and the chain of concern, providing assistance to families in preparing for and coping with all aspects of mobilization. FAC Coordinators assigned to the Commands will be formally supervised by the contract company, but will receive technical guidance and direction from the Commander or their representative.

Major responsibilities include (not all inclusive)

- Provide information, referral, outreach and support services to military members and their families for all services and components per FORSCOM guidelines. Respond to and effectively handle time-sensitive calls.
- Supervising day to day workload requirements
- Maintain schedule of events such as FRG meetings, family days, briefings, or other events.
- Provide supported families with pertinent information, such as contact phone numbers and e-mail addresses. Provide assistance on accessing military dependent benefits and services from local installations and community based resources.
- Ensure coordination is made with the State Family Program Office in advance of any and all communications with any element of the civilian media.
- Provide professionally prepared documents, reports and memoranda.
- Attend FAC training as offered by the State Family Program
- Manage employee issues within company structure
- Supervise GFMS data input and reporting
- Support SFPD on all FAC matters

Qualifications –

- Family Assistance Coordinators shall have broad based knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as an understanding of the ARNG. The contract employee must demonstrate a working knowledge of military well-being programs, Family programs, and the deployment support cycle requirements.
- Basic knowledge of standard office procedures and the ability to interpret general directions
- Contractors must be computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents. Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the organization. Contractors must have the ability to develop PowerPoint briefings as directed.
- Must have a current and valid driver's license.
- Must have ability to pass required background investigations, with a minimum NAC clearance

MPSC offers a competitive benefits program which includes: 10 paid vacation/sick days, 10 paid holidays, 401K (w/3% company match), \$50k Life Insurance Policy, and a comprehensive Health and Dental Plan.

Application Instructions Interested parties should submit a cover letter, a current resume (no more than 2 pages), as an email attachments to shintz@mpscrc.com -**NLT 5:00 PM EST on 2 April 2012.** **Email subject lines must read "VI FAC-Coordinator"**. Any resumes submitted after the deadline, and that do not follow the instructions above will not be accepted.