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**Position Title: ARNG Senior Family Readiness Support Assistant (SFRSA)**

Location: Virgin Island National Guard Family Programs, St. Croix, VI 00820-4353

Availability: For Immediate Placement

Salary: \$38-40,000 Annual (Hourly, non-exempt position)

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The *Military Personnel Services Corporation (MPSC)* is seeking a qualified, trained and capable individual to serve as a Senior Family Readiness Support Assistant for the Army National Guard throughout the States and Territories. Family Readiness is a Commander's responsibility. The ARNG SFRSA position is designed to provide the State Senior Commander with a Family readiness program assistant to coordinate all aspects of the Command's Family Readiness Program. SFRSAs assigned to the State/Territory Family Program Office will be formally supervised by the contract company, but will receive technical guidance and direction from the State Family Program Director or their representative.

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

- Serve as Senior Family Readiness Assistant for Family Programs
- Provide assistance in development and implementation of Command's Family Readiness Program
- Serve as conduit for information and coordination for family matters within the Command
- Provide training and hands-on assistance on the Command's Family Readiness
- Coordinate all aspects of the Family Readiness Triad—assistance, support, and readiness
- Provide assistance to units and individuals to ensure accomplishment of all Deployment Cycle Support (DCS) tasks during the appropriate phase of the deployment cycle
- Identify individuals and families requiring monitoring, follow-up or referral and coordinate with the appropriate internal points of contact
- Provide assistance and training to Rear Detachment Commanders (RDC)
- Develop a post-deployment reunion and reintegration plan for the Command
- Coordinate with the state Employer Support of the Guard and Reserve point of contact on employer issues relative to Soldiers and Families within the Command
- Provide other deployment cycle support as required

**Qualified candidates must have:**

- Knowledge, experience, and skills in the area of military personnel and Family programs. Demonstrated working knowledge of military wellbeing programs, family programs, and deployment cycle support.
- Knowledge of the structure and operations of the Army 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 Office, Word, Excel, Power Point and Database use experience

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.

**Application Instructions:** Interested parties should submit a cover letter, a current resume (no more than 2 pages), and the enclosed Application as email attachments to [charles.guilbeau@us.army.mil](mailto:charles.guilbeau@us.army.mil) and [plindenmeyer@mpscre.com](mailto:plindenmeyer@mpscre.com) NLT 5:00 PM EST on 3 August 2012. Email subject line must read "VIARNG Senior FRSA". Any resumes submitted after the deadline, and that do not follow the instructions above will not be accepted.