

**USVI STATE Family Assistance Center Coordinator**. Working under the direction of the SFPD, this position serves as a team supervisor and assistant for the management and administration of the Family Assistance Centers.

Duties and responsibilities include but are not limited to:

- Direct supervision and oversight responsibility for FAC Specialists and their work performance.
- Oversees all budget aspects for the *Family Assistance Center and Strong Bonds Seminars (SBS) Programs*.
- Interprets and implements guidance, regulations, policies, and laws, particularly pertaining to FAC Operations, from higher headquarters and a wide variety of outside sources.
- Identifies, plans, and implements mobilization and deployment activities/events throughout the deployment cycle (Pre, During & Post Deployment). Assists with Family Readiness, Youth Readiness, and Yellow Ribbon Reintegration Programs.
- Monitors the activities, services, and the establishment of the Family Assistance Centers (FACs) during all levels of contingency and mobilization for military families.
- Identifies and coordinates education, prevention, support networks, direct services, and coordination with local, county, state, and national agencies and organizations to support special populations.
- Establishes, develops, and oversees the implementation of a comprehensive information, referral, and follow-up service in response to service and family member needs regardless of military affiliation/component. Ensures FAC Staff conduct daily review and input into Guard Family Management System (GFMS) and monthly contact with families of deployed service members.
- Identifies and implements a full range of well being and life skills education and training resources.
- Establishes and provides liaison with military and community organizations
- Gathers and analyzes information regarding the issues affecting National Guard families
- Assists with obtaining and supporting FAC volunteers for the center.

Experience working with the National Guard, within a military structure and familiarity with local services a plus. This position will require some travel between locations, and the flexibility to attend evening and weekend events. Bachelor's degree preferred. This is a contract position that provides medical, life, 401K, paid vacation and federal holidays.

Send cover letter and resume to: [mary.n@cmwassoc.com](mailto:mary.n@cmwassoc.com)