



Position Announcement Family Assistance Center Specialist

Military Personnel Services Corp (MPSC) is seeking an individual to serve as a temporary Family Assistance Center (FAC) Specialist in the US Virgin Islands. This position will support the Virgin Islands Family Program Office objectives in educating soldiers and family members regarding military and civilian resources. The position will also assist the VING's State Family Program Director in providing information, referral, outreach, and support services to service members and their families.

Duties Include:

- 1) Provide assistance to military families on financial issues, medical benefits, legal issues, ID cards/DEERS.
- 2) Coordinate with both Military and Civilian resources to assist military families; receiving calls and answering inquiries military families.
- 3) Maintaining administrative files and records while receiving incoming information.
- 4) Working directly with SFPD to serve the J-1, Major commands, Unit Commanders.

Salary: \$32K; 40 hours per week.

Benefits Include:

10 Paid Holidays

10 Paid Vacation Days

10 Paid Sick Days

Free 50K Life Insurance

Medical and Dental Insurance (60% Premium Company Paid)

401K (3% company Match)

Short Term Disability Available

Experience/Knowledge Required

Possess Basic Computer Skills

Knowledge of Microsoft Office including Word, Excel, Powerpoint

Excellent interpersonal skills required

Send electronic resumes to linda.m.todman@us.army.mil .