



Job Announcement - Employment Transition Coordinator (ETC, Contractor Position) with Defense Human Resource Activity (DHRA) - Family, Employer Policy and Programs

IIF Data Solutions is seeking qualified individuals to perform specific functions and responsibilities in assisting members of the National Guard and Reserve Components, and their families, in obtaining career oriented employment opportunities. This contractor position will be responsible for executing and administering operations and services established by the Employer Support of the Guard and Reserve (ESGR) Employment Initiative Program through close cooperation with the local ESGR Committee, leaders and members of the Guard and Reserves, federal and state veterans and employment service agencies, and a broad spectrum of employers, business and civic leaders and other organizations involved in employee recruiting and employment. We will be hiring to fill positions in each of the following states: AL, AR, FL, GA, IA, IL, IN, KY, KS, LA, MI, MN, MO, MS, NC, ND, NE, OH, OK, SC, SD, TN, TX, VA, WI, Puerto Rico and Virgin Islands. Similar positions in the other states are being processed by A-Teams Solutions.

Position requirements (not all inclusive):

- Serving as the State/Territory's focal point for assisting Guard and Reserve service members in finding career employment opportunities through the Hired2Heroes (H2H) programs, including use of the H2H.jobs web-based application, job fairs sponsored by partners and alliances and other recruiting activities;
- Provide employment preparation and job referral assistance (resume writing assistance, editing, interview prep, dress for success, etc) to RC service members, spouses and veterans;
- Plan, coordinate, conduct, participate and evaluate statewide employment initiatives involving RC leadership along with Federal, State, and local agencies and employers;
- Ensure Guard and Reserve Components commanders and service members are kept informed and involved with EIP and H2H, to include conducting briefings at pre and post-deployment events and ensuring service members have access to H2H kiosks;
- Interface and coordinate with employers to assistance in their recruitment efforts by providing qualified RC Service members, spouses, and Veteran candidates; Maintain strong relationships with local State and Territory ESGR committee, working closely with and supporting their employment outreach efforts, to include participation in weekend activities such as Yellow Ribbon Reintegration Program, H2H EIP, ESGR events, and RC Unit Training Assemblies (UTA) and job fairs; and, maintain cooperative working relationships with state and federal governmental agencies and veterans' offices that hire, train, or place service members with employers;
- Submit regular and special reports to the HQ, ESGR EIP Office and other organizations, as identified related to achievement of objectives and goals, program execution and recommendations for improvement of EIP initiatives;
- Comply with the policy guidance and standards as established by the FEPP EIP Office;
- Perform other duties that are prescribed by appropriate authority.

Qualified applicants should have a working knowledge of FEPP missions and programs, to include the Employment Initiative Program (EIP) and Heroes2Hired (H2H) website application; experience in civilian or military personnel management; strong personal organization and communication skills (oral, writing and experienced public speaker); an understanding of industry's labor force specialties (e.g. manufacturing, transportation, finance, etc.) and correlation to military skill identifiers; proficient with Microsoft programs and social media outlets; meet Department of Defense security standards for issuance of a Common Access Card; and, be willing to travel as necessary to execute the ETC's responsibilities.

Compensation will be commensurate with the selectee's skills and location. IIF Data Solutions offers a competitive benefit and compensation package, to include healthcare insurance and 401K plan.

Resumes (preferably in Word format) and salary requirements should be sent to hireme@iifdata.com. **This announcement closes August 24, 2012.** For more information on IIF Data Solutions visit www.iifdata.com.