

**STATE OF WEST VIRGINIA  
WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER ML221108**

**OPEN DATE:** 18 November 2022

**CLOSE DATE:** 2 December 2022

**LOCATION:** Mountaineer Job Challenge Program, Camp Dawson, 1001 Army Road, King, WV 26537

**JOB TITLE:** MA Admin/Operations Specialist

**WORKING TITLE:** MJCP Career Counselor/Outreach Manager

**SALARY RANGE:** \$40,188 – 46,140

**HOW TO APPLY:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to [ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil). **All Applications must be received by closing date.** Applications may be obtained from the West Virginia National Guard Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

**NATURE AND SCOPE OF WORK**

Under the general supervision of the Program Manager, the Outreach Manager plans, coordinates and operates the Student Recruiting, Admissions and Placement functions of the Program and supervises professional and technical staff: Case Managers of the Program. The Outreach Manager also oversees Program activities such as advertising, brand development, speaker's board, social media, marketing, network development, etc. The Outreach Manager is responsible for recruiting MCA Cadets and Graduates for enrollment into the program, insuring that applications are complete and the applicants meet the eligibility criteria. The Outreach Manager is responsible for all placement activities including education and employment of all graduating Students. The general duty day for this position is Monday -Friday, with some evenings and weekends, requires travel and is subject to on-call status. Performs related work and other duties as assigned.

**EXAMPLES OF WORK**

1. Plans, develops, and executes through professional, technical, and clerical staff, the recruiting, admissions and placement mission of this statewide program.
2. Coordinate outreach opportunities with Gatekeepers: Community Leaders, Civic Organizations, Educators, Media Outlets, Perspective Employers, etc.
3. Plans, develops and executes all necessary placement activities for graduating Students.
4. Develops and implements operating procedures within regulatory and statutory guidelines.
5. Recommends the selection and assignment of staff, conducts interviews and background evaluations for prospective employees.
6. Manage sensitive and confidential information.
7. Interprets statutes, regulations and policies to staff, other managers, and the public.
8. Monitor Case Managers travel to insure state coverage and to meet budgetary guidelines.
9. Prepares reports reflecting the operational status of the program.
10. May participate in conferences and meetings.
11. Assist in the development and maintenance of Social Media.

## **DUTIES AND RESPONSIBILITIES**

1. Direct the daily operations of the Case Managers/ Outreach Coordinators.
2. Recruits and screens MCA Cadets and Graduates for enrollment in the program and provides orientation opportunities for the families.
3. Make formal recommendations to the Program Manager for Applicant acceptance or denial.
4. Develops community resources by speaking and networking with educational groups, community organizations, and interested gatekeepers regarding services available through the program for teens both in the residential and post-residential phases of the program.
5. Plans and coordinates Service to Community activities for the program.
6. Recommends the selection and assignment of staff; conducts interviews and evaluations for prospective employees.
7. Conducts annual performance evaluations.
8. Determines need for training and staff development, provides training or searches out training opportunities.
9. Plans, schedules, and coordinates guest speakers, vocational trips, job shadowing, etc.
10. Assists in the development of Student Transitional Action Plans and evaluations using SMART criteria.
11. Interprets statutes, regulations and policies to staff and the public.
12. May serve as a witness in administrative hearings.
13. Maintains all department records and data IAW Program and NGB requirements.
14. Maintains accurate, up-to-date, and required documentation and data.
15. Prepares reports reflecting the operational status of the program.
16. Evaluates the operations and procedures of the department for efficiency and effectiveness.
17. Must be physically capable of participating in Program requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15-passenger van, 16-hour workdays, and lifting up to 40 lbs of materials or equipment.
18. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
19. Must travel and attend off-site training.

## **KNOWLEDGE. SKILL. AND ABILITY**

1. Knowledge of the program, department and related activities.
2. Knowledge of federal, state, and local government relationships related to the Program.
3. Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.
4. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
5. Knowledge of safety practices and risk management.
6. Skill set with Microsoft Office package.
7. Skill set with Social Media formats.
8. Skill to maintain records, and prepare reports and correspondence related to work.
9. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
10. Ability to plan, direct, and coordinate the program and administrative activities of MJCP.
11. Ability to supervise others.
12. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy decisions.
13. Ability to establish and maintain effective working relationships with Students and co-workers, other government officials, employees, and the public.

## **TRAINING AND EXPERIENCE**

1. Graduation from an accredited four ( 4) year college or university with major course work in the area of assignment or related field: Public Admin, Social Work, Vocational Rehabilitation, Counseling/Guidance, Education, Communication, Business, Sales / Marketing, Human Services or other related area.
2. Three (3) years of progressively responsible, full-time experience with administrative or supervisory experience or other appropriate experience with transferable skills.
3. Experience as described may substitute for the required experience through an established formula.

## **SPECIAL REQUIREMENTS**

1. As a condition of employment, MJCP employees are required to purchase and maintain uniform items, which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. Must be able to pass a Federal background check.
6. A pre-employment drug screen is mandatory.

Murray "Gene" Holt II, Director  
West Virginia Military Authority