

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**CIVILIAN JOB POSTING
ANNOUNCEMENT NUMBER: ML260414**

OPENING DATE: April 14, 2026

CLOSING DATE: Until Filled

LOCATION: Camp Dawson, Kingwood, WV

Mountaineer Jobs ChalleNGe Program

TITLE: MA Admin/Operations Asst. 2

Working Title: MJCP Education Coordinator

SALARY RANGE: \$ 38,238 - \$ 45,000

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to ng.wv.wvarng.list.ma-hro@army.mil. Applications must be received by close date.

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

NATURE AND SCOPE OF WORK

Under the general supervision of the Program Manager, performs skilled work at the full-performance level of the program. The Education Coordinator plans, schedules, and coordinates all aspects of Student Training. The position will also be responsible for the following: coordinating transportation to schooling locations, computer logins, grade tracking, and organize and schedule service to community projects. The scope of responsibility includes developing the Student training schedule, which requires coordination with all functional areas of the school and related outside resources. Work is designed to support the 8 Core Components of the National Guard Youth ChalleNGe Program: Citizenship, Life Coping Skills, Leadership/Followership, Health and Hygiene, Academic Excellence, Physical Training, and Service to Community. 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. Plan, develop and coordinate the long-range Master Training Schedule and the Weekly Training Plan of the Program.**
- 2. Plan and develop the Community Service mission of the Program.**
- 3. Properly manage sensitive and confidential information.**
- 4. Comply with deadlines and expectation with the regulatory and statutory guidelines: State of WV, National Guard Youth ChalleNGe Program and the MJCP.**
- 5. Coordinate equipment and support requirements with MJCP Logistics, Medical and Dining Operations, as well as Camp Dawson Operations.**

- 6. Coordinate outside resources, to include but not limited to Instructors and vendors for our Educational Tracks.**
- 7. Identify contractual needs with the vendors for the Educational Tracks under the supervision of the Program Manager.**
- 8. Participate as a member of the Senior Staff to assist, manage, and operate all aspects of the program.**

DUTIES AND RESPONSIBILITIES

- 1. Interpret statutes, regulations, and policies to staff and the public.**
- 2. Consult with Department Supervisors to develop training plans.**
- 3. Maintain all records and data IAW Program, State of WV and NGB requirements.**
- 4. Maintains accurate, up-to-date documentation and data using the designated Management Information Reporting System.**
- 5. Evaluates the operations of the training plan for efficiency and effectiveness.**
- 6. Research professional journals, regulations, and other sources for program improvement.**
- 7. Coordinate with Camp Dawson Post Operations, off-site facility managers, and Service Agencies to support the Master Training Schedule reflecting all on-site and off-site activities.**
- 8. Plan and coordinate safety and security measures for the Program; Students, Staff, and outside agencies.**
- 9. Must be physically capable of participating in the Program requirements including, but not limited to, classroom instruction, acclimation, field trips, bus rides, sporting events, operating a 15-passenger van, 16-hour workdays (if needed) lifting up to 40 lbs. of materials or equipment.**
- 10. Must have a valid driver's license, pass a criminal background check, and pass a pre-employment drug screening.**
- 11. Must be able to travel and attend off-site trainings.**

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 and reporting.**
- 4. Knowledge of state government organizations, programs, and functions.**
- 5. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.**

- 6. Knowledge of safety practices and risk management.**
- 7. Skill set in military operations.**
- 8. Skill set for Microsoft Office package.**
- 9. Skill to communicate both orally (one-to-one and groups) and in written format.**
- 10. Ability to plan and coordinate the administrative activities of the MJCP.**
- 11. Ability to evaluate operational situations and analyze data and facts in preparation for administrative and policy decisions.**
- 12. Ability to establish and maintain effective working relationships with Students and co-workers, other government officials, employees, and the public.**

TRAINING AND EXPERIENCE

- 1. Preference may be given to applicant with prior military experience.**
- 2. High School Diploma or equivalent.**
- 3. Two years of progressively responsible experience in one or more of the following areas: residential program, case management, customer service, or scheduling.**

SPECIAL REQUIREMENTS

- 1. As a condition of employment, MJCP employee 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. State positions announced by the Adjutant General are at-will employment positions. The term at-will mean that the employee may be terminated at any time without cause.**
- 6. Must submit to a pre-employment drug screening.**

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