



POSITION ADVERTISEMENT

Military Personnel Services Corporation (MPSC)
6066 Leesburg Pike, Suite 900
Toll Free: 877.336.0800; www.mpscrc.com

Position Title:

Air National Guard (ANG) Yellow Ribbon Support Specialist

Location: Lansing, MI (JFHQ)

Salary: \$ 44-46,000 Annual

Closing Date: 31 August 2012

Availability: For Immediate Placement

The **Military Personnel Services Corporation (MPSC)** is seeking qualified, trained and capable individuals to serve as Yellow Ribbon Support Specialist within the Air National Guard for the state of Michigan. The ANG Yellow Ribbon Support Specialist position is designed to provide outreach, communication and coordination of programs that will educate ANG Members and their Families about assistance and services available to them under the Yellow Ribbon Reintegration Program. The ANG Yellow Ribbon Support Specialist will provide day-to-day liaison and continuity of operations, programs, and initiatives to coordinate YRRP Events. ANG Yellow Ribbon Support Specialists will be formally supervised and provided program direction by MPSC, the contract company, but will also receive technical guidance from a state or territory government point of contact.

Major responsibilities include (not all inclusive):

- Work with National Guard contacts within the state to assist and establish local and state networks to manage the ANG Yellow Ribbon Reintegration Program (YRRP).
- Facilitate YRRP organizational efforts to build the program's credibility and understanding.
- Coordinate all aspects of the YRRP within the state and territory. Ensure baseline requirements of the YRRP are provided to ANG Members and their Families.
- Serve as the state or territory "Subject Matter Expert" in regard to ANG reunion, reintegration, and wellbeing requirements and activities.
- Provide assistance to State J1, Airmen & Family Readiness Program Managers, units, and/or individuals with events, and activities required by legislation and as directed by the state or territory to ensure accomplishment of all YRRP requirements during phases of deployment.
- Provide support in the development of documents, briefings, Memorandums of Understanding and Memorandums of Agreement with other offices or agencies in support of the YRRP.
- Provide assistance to the state leadership as may be directed within the scope of the contract and program objectives.
- Serve as the conduit for command information and coordination pertaining to YRRP activities and requirements within the state or territory.
- Provide information, data, and reports as required by the National Guard Bureau, A1S office.

Qualified candidates must have:

- Knowledge, experience, and skills in the area of military personnel, human resources, and Joint Service Support Network programs. Demonstrated working knowledge of military wellbeing programs, family programs, and deployment cycle support.
- Knowledge of the structure and operations of the Air National Guard.
- Excellent organizational skills.
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience.
- Ability to travel extensively to support ANG Geographically Separated Units.
- Exceptional customer service—good oral and written communication skills.
- Proficiently read, write, and understand the English language.
- A valid state driver's license.

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), \$50k Life Insurance Policy, and a comprehensive Health and Dental Plan. Interested parties should submit questions or resumes, via email, to dgp_resumes_yellowribbon@mpscrc.com. Subject line of the email should read "MI ANG Yellow Ribbon Position". If email is not available EFax resumes accepted @ 571-481-4071, ATTN: Donna Crews. Resumes should not exceed two pages. Resumes accepted until 31 August 2012.

MPSC IS AN EQUAL OPPORTUNITY EMPLOYER