

NATIONAL CADET ADVISORY COUNCIL (NCAC) ASSISTANT ADVISOR

Reports to: Cadet Programs Support Services Program Manager (CAP/CPS)

Function: Assist the NCAC Senior Advisor with supervising and mentoring NCAC representatives.

Authority: Exercises supervisory authority over NCAC cadets during in-person meetings IAW CAPR 60-1, ch 7.

Responsibilities include:

- Develop leadership skills in NCAC cadets through classroom instruction and on-the-spot mentoring, and by providing constructive criticism of NCAC work products
- Ensure NCAC cadets understand and follow the program's standard operating procedures, especially regarding travel, communication with region headquarters, interaction with NHQ, workflow, and personal conduct
- Chaperone NCAC cadets during in-person NCAC meetings, and with the NCAC Senior Advisor, ensure compliance with two-deep leadership and general safety policies
- Assist the NCAC Senior Advisor in coordinating NCAC meetings with respect to planning, logistics, supervision, and other functions as directed
- Perform all other duties as assigned

Desired requirements for position:

- Minimum grade of Captain or Master Sergeant
- Senior Rating in Cadet Programs
- National Programs staff experience
- One year of Cadet Programs staff experience at the wing level or higher; CAC Advisor experience highly preferred
- Proficiency with Microsoft Office Suite, to include Teams
- Endorsement from the Wing and/or Region Commander if selected as a finalist
- Must have completed Level IV or higher

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Term of Service: Current term, plus two complete CAC terms, with a few additional months preceding the change in leadership to provide an opportunity to shadow current advisors

Hours of service per month:

Frequent Contacts: National Innovation Officer, Volunteer Leadership and CAP Membership.

Frequent Contacts: CSAG Members, CAP-USAF Leadership, CAP/CP, CAP/CPS, NCAC Members, Volunteer Leadership and CAP Membership

Additional Duty: Yes

Membership remains at the member's current unit/wing/region level: Yes

Eligible for National Staff Badge (should be serving in the primary role):No

Requires capnhq.gov email: Yes

Requires NHQ access to Microsoft Teams: Yes

This is a volunteer position and does not include any salary or benefits.