

**National Staff Position:** Safety Communications and Publications Team Lead

**Reports to:** Chief of Safety

CAPSafety is looking for volunteers skilled in and passionate about safety communications and publications. We are also looking for the right member to lead this team. If interested in either of these roles, please read through the following and provide the information requested. We look forward to hearing from you!

**Vision for CAPSafety Communications and Publications:** Curate, write, and/or publish (in partnership with CAP Marketing and Communications Team) safety-related information to provide awareness of safety program activities, themes, and areas of emphasis to appropriate individuals and groups.

**What we need from you...**

- Complete and submit the questionnaire at the end of this solicitation (*also available as a separate PDF document at [www.gocivilairpatrol.com/nationalstaff](http://www.gocivilairpatrol.com/nationalstaff)*)
- Provide a current resumé with demonstrated experience for this role
- Submit a one-page cover letter explaining what makes you the ideal team member.
- Provide three names and contact information of people who could, if asked, provide relevant information about your fitness for this role.

**What we will look for...**

- Attributes of working effectively and competently as a member of a team.
- Experience curating, writing, and publishing content specific to a theme area (such as safety).
- Use of effective change management practices to develop communications for impacted groups.
- Ability to compile or generate content for newsletters, social media, webpages, or other similar media.

**How we will evaluate you...**

- Completed questionnaire.
- Resumé and cover letter review.
- Informal interviews with current CAP/SE paid and volunteer staff.
- Discussions with others who have interacted with you.

**What we will evaluate you on...**

- Capacity to attend weekly progress review meetings (about 60 min per week – normally after 6PM Eastern time)
- Capacity to work on projects collectively and independently (about 120 min per week)
- Attributes of an ideal team player
  - Easily admits mistakes
  - Willing to take on work for the benefit of the team
  - Shares credit for team accomplishments
  - Readily acknowledges opportunities for growth
  - Offers and accepts apologies graciously

- Willing to do more than required - even if it isn't called for
- Has a passion for the mission of the team
- Takes personal responsibility for the overall success of the team
- Willing to take on tedious or challenging tasks when necessary
- Look for opportunities to contribute beyond area of responsibility
- Generally understands what others are feeling during meetings and conversations
- Shows empathy to others on the team
- Demonstrates an interest in the lives of others
- Is an attentive listener
- Is aware of how words and actions impact others on the team
- Adjusts behavior and style to fit the nature of a conversation or relationship

**Interested in being considered for the Team Lead role for the CAPSafety Communications and Publications Team?**

What will the Team Lead be responsible for?

- Serves as member of the CAPSafety Leadership Team (CSLT)
- Provides direction to supporting team members
- Reviews the work of supporting team members and submits to CSLT for acceptance

If interested, please include the following additional information:

- In your cover letter, describe your experience and attributes that would make you an ideal Team Lead
- Answer the additional question in the questionnaire

The following additional criteria will be used to evaluate candidates for the Team Lead role:

- Minimum of 5 years as a member of CAP
- Achieved a Master Rating – preferably in the Safety Office Specialty Track
- Experience serving in a safety duty position is preferred
- Ability to build and maintain a team
- Effectiveness in facilitating team meetings
- Competency in organizing and prioritizing work in collaboration with team members
- Responsiveness to team members
- Providing effective positive and improvement feedback to team members
- Willingness to receive and act on feedback from team members
- Deals directly and empathetically with behaviors in team members that detract from team performance and morale
- Flexibility in dealing with team challenges

**Questionnaire:** Please answer and submit the following questionnaire as part of your application package

1. I am willing to attend at least one, 1-hour progress review meeting per week

Never                       Sometimes                       Usually

2. I have the capacity to work on projects either with the team or independently at least 2-hours per week

Never                       Sometimes                       Usually

3. I easily admit mistakes and apologize when necessary

Never                       Sometimes                       Usually

4. I am willing to take on work tasks as assigned by the Team Lead

Never                       Sometimes                       Usually

5. I am willing to take on tedious or challenging tasks when necessary, even if it means I occasionally need to devote additional time to getting them done

Never                       Sometimes                       Usually

6. I look for opportunities to contribute even when it's beyond my primary area of responsibility

Never                       Sometimes                       Usually

7. I listen attentively to others when I'm working with a team

Never                       Sometimes                       Usually

8. I openly and constructively receive and give feedback, even if it's difficult to do so

Never                       Sometimes                       Usually

**If you would like to be considered for the Team Lead role of this team, please answer the following:**

I am willing to serve as a member of the CAPSafety Leadership Team and will attend a 1-hour meeting per week to provide status updates on my team's progress

Yes     No