

National Cadet Team Position: Staff Coordinator

Reports to: Curt LaFond, Director of Cadet Programs

Function: The National Cadet Team is actively seeking a highly skilled Cadet Programs Officer to assume the crucial role of Staff Coordinator within the team's central leadership circle. The ideal candidate will possess a blend of managerial expertise, excellent interpersonal skills, and the practical experience necessary to support fellow volunteers in the Civil Air Patrol (CAP). Preference will be given to candidates with prior involvement in high-profile CAP projects at the national level.

Responsibilities:

- Collaborate with the director to oversee the activities of over a dozen volunteers specializing in five to ten areas.
- Screen all proposals for new projects; help identify stakeholders; coordinate input and ensure "completed staff work."
- Maintain regular and open communication with volunteer colleagues, fostering at least a bi-monthly connection and serving as a liaison between volunteers and employees.
- Monitor the progress of volunteer colleagues on projects, identify obstacles, facilitate solutions, and encourage collaboration amongst the team.
- Conduct webinars and meetings, disseminate information through email bulletins, track ongoing projects, and assist in meeting deadlines.
- Support the well-being of volunteer members by addressing personnel needs, including orientations for new team members, developing position descriptions, and recommending awards.
- As a key member of the leadership circle (one of six senior leaders among a team of 50), actively contribute to strategic-level discussions that impact the Cadet Program.
- Oversee the recruitment process for volunteers supporting the National Cadet Team, including posting requisitions, scheduling interviews, and coordinating with HQ CAP for the onboarding process.
- Other duties as assigned.

Minimum Requirements:

- Minimum rank of Lt Col
- Master-Rated in Cadet Programs
- Previous experience as a Wing CC/CV/DCP, NCSA director, or a member of the National Cadet Team
- Availability for a bi-weekly, 45-minute staff teleconference during business hours
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office Suite, to include Teams
- Ability to work effectively across multiple time zones

- Ability to multitask while adhering to deadlines
- Endorsement from the Wing and Region Commander if selected as a finalist
- Position is Active Duty (ADY) from the current Unit