# External Job Vacancy Announcement

## – Assistant Director, Strategic Defense Education –

The Reserve Officers Association, a 65,000-member, professional association of officers, former officers, and spouses of all the uniformed services of the United States, primarily the Reserve and National Guard is seeking a motivated professional for an immediate National Staff opening for an Assistant Director of Strategic Defense Education. This is an exempt position based in Rosslyn VA.

Qualifications include:

- Equivalent education or work experience to include a combination of at least three to five years in program development and administration, and project administration and management.
- Proven ability to handle multiple tasks simultaneously in a fast-paced environment and to prioritize and meet or beat deadlines.
- Proven ability to think strategically, analyze critically, and act judiciously.
- Well organized, efficient and detail oriented, possess excellent public relations, customer service, and superior oral and written communication skills.
- Ability to lead projects, as well as work effectively and collaboratively as a member of a team.
- Proven success in forging and sustaining professional relationships.

Position reports to the Director, Strategic Defense Education

Basic Function:

- Work in all areas of strategic defense education to include development and execution of programs, communications, publications, and as a liaison, together with the Director, to the Defense Education Committee and other relevant committees.

General Responsibilities:

- Assist the Director in all aspects of the Strategic Defense Education programs and support its vision, goals and objective.

- Develop program ideas and engage in all aspects of execution of programs.

- Design material for handouts and presentations during programs.

- Collaborate with internal ROA departments and external presenters and speakers.

- Study, recommend and implement the use of new technologies to enhance programs. This includes program set-up, execution and follow-up, and the development and maintenance of appropriate mailing lists.

- Develop long term programs similar to the Terrorism Series, Homeland Security Breakfast, Distinguished Lecturer Series, and the MLA program. This could include educating different populations that would have an interest in legislation and policies that affect the Reserve Components.

- Liaison/coordinate with LAMP team to determine appropriate programs that contribute to ROA's legislative objectives. This includes assuring that we have the proper invitees from Congressional and Administration sources for programs.

- Coordinate with ROA staff departments in the planning and execution of Defense Education Forum events.

- Conduct appropriate follow-up and develop articles for eBlast, *The Officer* magazine, and other publications highlighting previous programs. These will be used to promote ROA's positions and to gain support for future programs.

- Write and edit program follow-up, including adding multimedia. Broadcast follow-up to appropriate personnel-Congress, Administration, Military, VSO, MSO, Think Tanks, Industry Partners and ROA members.

- Coordinate with Communications director to ensure widest possible dissemination in the media-Press releases, interviews, magazine articles, website posting, and eBlast.

- Assume the duties of the Director when necessary and appropriate.

Qualified candidates should submit Cover Letter, Chronological Resume, and Salary History/Requirements via email to lburnett@roa.org.

Refer questions to Bob Feidler by calling 202-646-7717 or via email at rfeidler@roa.org.

Benefits include Health Insurance, 401K plan, 125 Plan, paid vacation and sick leave