Assistant, Strategic Defense Education

Application Deadline: September 9, 2011

The Reserve Officers Association, a 60,000-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 a non-exempt position based in Rosslyn VA.

Basic Qualifications:

- 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.
- Well organized, efficient and detail oriented, possess excellent public relations, customer service, and excellent oral and written communication skills.
- Ability to lead projects and work collaboratively as a member of a team.
- Proven success in forging and sustaining professional relationships.

Basic Functions:

- Development and execution of programs, communications, and publications,
- 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.
- Conduct appropriate follow-up to include writing articles to promote ROA's positions and to gain support for future programs and coordinate widest dissemination.

Qualified candidates should submit Cover Letter and Resume via email to lburnett@roa.org no later than Friday, September 9, 2011.

Download full position description (pdf)

Benefits include paid Health Insurance, paid vacation and sick leave, paid parking, a Flexible Spending Account, life insurance, optional 401K plan, optional dental/vision insurance. Salary is commensurate with experience.