

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260911**

OPEN DATE: September 11, 2026

CLOSE DATE: September 25, 2026

LOCATION: WVARNG, Charleston

JOB TITLE: MA Admin/Operations Specialist

WORKING TITLE: Military and Family Readiness Specialist

SALARY RANGE: \$42,738. - \$65,250

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

This position is located in the Joint Force Headquarters (State), Support Programs Division. The purpose of the position is to provide support in the administration of Military & Family Readiness Program (MFRP) services for the Army National Guard within the State Family Program. This is achieved by performing assignments designed to provide familiarity with the Family Program, community services, effective relations with supporting social service and emergency organizations, recruit and train volunteers, promote resilience and financial literacy through targeted life skills training, and the development of human resources program referral networks.

EXAMPLES OF WORK

1. Serve as fully independent advisor within geographical area of responsibility in accomplishing all objectives of the Military & Family Readiness Program (MFRP) for the Army National Guard to maximize retention and readiness. Provide input to develop, articulate, and implement the Family Readiness Program at the State level, inclusive of family readiness, family assistance, employment outreach, volunteer training and management and improvement of quality of life and well-being of Service members and families. Conduct needs assessments to determine requirements. Collect and organizes volunteer, family, and other related data, submit data and information through the State Family Program Director or Supervisory Family Support Services Specialist. Implement and maintain computer entry system to support reporting, for retrieval, and

dissemination. Ensure accurate and timely input into the NGB-approved system of record for all applicable Service Members and Family case information, unit support, community outreach, training provision, volunteer management and other Family Program data. Coach, mentor, train junior staff. Conduct briefings at the local, unit and state levels to provide necessary information to leadership, commanders, Soldiers, Families, Soldier and Family Readiness Groups (SFRGs) and community partners and stimulate interest and support to build program and community capacity. (25%)

2. Manages and operates family assistance center and provide assistance to commands within geographical area of responsibility in support of the SFRP. Provides information resource referral and non-medical administrative case management across all essential services; including but not limited to, Crisis, Legal, Financial, TRICARE, ID Cards/DEERS, Community Information and Outreach Services, Employment/Financial Literacy, Emergency Family Assistance Center (EFAC) and Exceptional Family Member Program (EFMP). Develop and maintain a directory of resources, agencies and organizations that are available to assist Servicemembers, Families and survivors. Shall coordinate assistance from military, government, and civilian organizations as needed to assist Service Members, Family Members, Retirees, and Civilian Government Employees needing military quality of life support, and ensure accurate and timely input into the NGB-approved system of record for all applicable Service Members and Family case information. Establish recurring outreach contact with each Service member's Designated Individual as directed by law, regulation or instruction from the Supervisory Family Support Services Specialist. Provides support during 24/7 EFAC operations, Yellow Ribbon Reintegration activities, Recruit Sustainment Program activities, drill and annual training periods as required. (25%)

3. Provide training and technical support to Commanders and Family Readiness Liaisons to support their Unit Family Readiness program and Soldier & Family Readiness Groups (SFRGs). Responsible to conduct informal and formal training and recruiting of volunteers. Support volunteers to work with the Family Readiness Groups (SFRGs), and to instruct and train units, soldiers, and their families. Provide training and technical assistance to unit commanders and Family Readiness liaisons to develop local unit SFRGs. Recruit and complete administrative actions for the appointment of statutory volunteers. Develop and conduct orientation and training programs for volunteers, including Army Family Team Building, Army Family Action Plan and Operation Ready/Readiness Essentials for Army Leaders. Maintain a system of documenting volunteer services and hours, and a library of resource materials concerning volunteerism, and provide materials to volunteers as needed. Plans volunteer recognition activities at the unit and State levels and makes recommendations to the State Family Program Director or Supervisory Family Support Services Specialist higher headquarters for state and national level volunteer awards. Initiate Invitational Travel Orders (ITOs) for volunteers. Plans and conducts workshops and seminars, coordinating volunteer assistance as needed. Identifies statutory volunteers to serve as State Family Program volunteer council members, coordinates activities, and council communications. Assist higher headquarters in planning and coordinating resources for family assistance at deployment cycle support and steady-state readiness activities. Implement and maintains a system of providing publications and information to units and SFRGs. Provide technical support and training to Family Readiness liaison and Rear Detachment Commanders in support of unit family readiness. (25%)

4. Submit information to support development and budget forecasting to support the Military and Family Readiness Support Program to higher headquarters. Conducts staff assistance visits

to units in the geographical area of responsibility to accomplish the objectives of the program.
(25%)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of grammar, spelling and punctuation to properly prepare correspondence and reports.
- Ability to use a computer, fax machine, printer and telephone.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from a standard high school or equivalent.

EXPERIENCE: One year of paid employment in work that involves communicating and assisting individuals with utilizing knowledge of community resources and social services agencies to aid the family readiness program.

SUBSTITUTION: College hours, related business school or vocational training may be substituted through an established formula for the required experience.

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
5. Irregular and overtime hours may be required to support operational requirements or contingencies.
6. The employee may be required to travel in military and/or commercial vehicles to perform temporary duty assignments.
7. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Murray "Gene" Holt II

Director, West Virginia Military Authority