

NATIONAL CADET ADVISORY COUNCIL (NCAC) ASSISTANT ADVISOR

Reports to: Cadet Programs Support Services Program Manager

Function: Assist the NCAC Senior Advisor with supervising and mentoring NCAC representatives

Authority: Exercises supervisory authority over NCAC cadets during in-person meetings IAW CAPR 60-1, ch 7.

Term of Service: Three complete CAC terms with a few additional months preceding the change in leadership to provide an opportunity to shadow current advisors

Responsibilities include:

- Develop leadership skills in NCAC cadets through classroom instruction and on-the-spot mentoring, and by providing constructive criticism of NCAC work products
- Ensure NCAC cadets understand and follow the program's standard operating procedures, especially regarding travel, communication with region headquarters, interaction with NHQ, workflow, and personal conduct
- Chaperone NCAC cadets during in-person NCAC meetings, and with the NCAC Senior Advisor, ensure compliance with two-deep leadership and general safety policies
- Assist the NCAC Senior Advisor in coordinating NCAC meetings with respect to planning, logistics, supervision, and other functions as directed
- Perform all other duties as assigned

Desired requirements for position:

- Minimum grade of Captain or Master Sergeant
- Senior Rating, Cadet Programs
- One year of Cadet Programs staff experience at the wing level or higher
- Proficiency with Microsoft Office Suite, to include Teams
- Endorsement from the Wing and Region Commander if selected as a finalist
- Position is Active Duty (ADY) from the current unit

To apply for this position, visit <https://www.gocivilairpatrol.com/members/cap-national-hq/member-services/volunteer-staff-vacancies>