

NATIONAL CADET ADVISORY COUNCIL (NCAC) SENIOR ADVISOR

Reports to: Cadet Programs Support Services Program Manager

Function: Assist the National Leadership with the planning and implementation of their goals and vision for the NCAC

Authority: Supervises the NCAC Assistant Advisor, and the NCAC cadet representatives' performance within the NCAC program 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 senior member Assistant Advisor, ensure compliance with two-deep leadership and general safety policies
- Serve as the CAC program's functional authority, providing guidance to, sharing best practices with, and being available as a resource to region and wing CAC senior advisors
- Pre-brief the National Commander and senior CAP and CAP-USAF leaders on the developmental nature of the CAC program before they participate in NCAC activities
- Work in coordination with the Cadet Programs Support Services Program Manager in reviewing and coordinating NCAC Agenda and Programs
- Coordinate NCAC meetings with respect to planning, logistics, supervision, and other functions
- In cooperation with the NHQ staff, monitor the NCAC budget and help ensure the NCAC program complies with financial policies
- Perform all other duties as assigned

Desired requirements for position:

- Minimum grade of Lieutenant Colonel or Chief Master Sergeant
- Master Rating in Cadet Programs
- National Programs staff experience
- Two years 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>