



HEADQUARTERS
FLORIDA WING, CIVIL AIR PATROL
Auxiliary of the United States Air Force
14750 NW 44 COURT
OPA LOCKA, FL 33054

**** WING HQ DIRECTOR OF PUBLIC AFFAIRS JOB ANNOUNCEMENT ****

Application Opening Date:
20 August 2009

Application Closing Date:
30 September 2009

Position Number:
09-004

Duty Position:
DIRECTOR, PUBLIC AFFAIRS

Reports to:
FLWG DCS-S

SPECIALTY TRACK:
201

Duty Location: **SER-FL-001**

Who May Apply: **ALL QUALIFIED APPLICANTS who are current active Florida Wing Members of the Civil Air Patrol and/or those eligible to become a Florida Wing Member of the Civil Air Patrol in the ranks of promotable 1st Lt. to COLONEL.**

1. **Be currently enrolled in the PUBLIC AFFAIRS Specialty Track 201.**
2. **Must be able to adhere to the very high OPS TEMPO of FLWG.**
3. **Must be available to attend a variety of challenging activities, job specific training courses and seminars varying in length and location.**
4. **Must be able to complete a minimum of a 1-year initial tour.**

Ideal Candidate's Core Competencies:

1. **Achieved Level III of the Senior Member Professional Development Program with a Master rating in PUBLIC AFFAIRS.**
2. **Experience with project management helpful.**
3. **Thorough knowledge of Microsoft Office suite software.**
4. **Experience in general Microsoft PC operating systems and applications**
5. **Experience in general network security.**
6. **Bachelor degree from a college or university with regional or national accreditation in marketing, communications, or journalism or equivalent preferred.**
7. **Effective and efficient oral and written communication skills**

Duties:

1. **Advise and assist the commander on all media relations, internal information and community relations matters.**
2. **Develop and implement Florida Wing PUBLIC AFFAIRS policies and procedures in support of CAP's missions.**
3. **Release information on wing activities to news media.**
4. **Direct the publishing of wing newsletter, bulletin and/or blog.**
5. **Coordinates participation of wing members in wing sponsored community activities.**
6. **Coordinate with other organizations and agencies as required.**
7. **Develop and implement training programs for Florida Wing members to ensure PUBLIC AFFAIRS issues are addressed correctly at the lowest possible level.**
8. **Supervise all public affairs activities of subordinate units.**

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WING WIDE

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9. Prepare wing PAO publications and forms.
10. Assist the Deputy Chief of Staff – Support in generating up-to-date measurable performance data extracted from available information systems.
11. Perform related duties as assigned by the Deputy Chief of Staff -- Support.

The Director of PUBLIC AFFAIRS should be familiar with CAP constitution, bylaws and CAP directives in CAPP 201, CAPP 190-1, CAPP 3, current policies and activities of the wing. The Director of PUBLIC AFFAIRS should also be familiar with CAPP 201 – *PUBLIC AFFAIRS Officer Specialty Track* and all related publications for National eServices applications.

Required Documents:

1. Cover letter, signed, dated and annotated with job number and title.
2. Civil Air Patrol resume.
3. Professional resume.
4. Unit Commander's Endorsement

Applications may be faxed:

(fax) 216-803-3663 or emailed to: rhartigan@flwg.gov

Application screening will be done without regard to race, gender, age, color, religion, national origin or disability.

Applicants may be asked to a personal interview, before a review board. Upon notification, a mutually convenient time and place will be arranged. Necessary travel will be reimbursed by FLWG only with prior written approval of wing commander. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.

Selection criteria are based on Civil Air Patrol education, experience in specialty track, civilian education and experience related to the position.

NOTE: Due to software constraints, we are only able to accept applications in the following formats by email: MS Word (.doc) or other MS Office products (Outlook file, Excel, PowerPoint), Adobe File (.pdf), Rich Text File (.rtf), Text File (.txt), Tagged Image File Format (.tif or .tiff), Graphics Interchange Format (.gif), Joint Photographic Expert Group Image (.jpg or .jpeg).

Other formats are unreadable and may not be returned or acknowledged. Be advised that some fillable formats will not save data when emailed.

NOTE: Include the Job Number and Job Title on your application. Incomplete applications may not be returned or acknowledged.

Selecting Official: Robert P. "Robbie" Hartigan, LtCol, CAP
Title: Deputy Chief of Staff--Support
Unit: Florida Wing, Civil Air Patrol (FLWG)