



The New Hampshire National Guard is seeking a Family Readiness Assistant, civilian contract position to provide training, management support, program management, and assistance to the State Family Program Director, Rear Detachment Commanders (RDCs), Unit Family Readiness Group (FRGs) Leaders, in order to maintain stability on the home front and ensure mission success.

Major Duties include:

- 1) Facilitate training for RDCs and FRG leaders.
- 2) Maintain the critical communication link between RDCs and FRG leaders.
- 3) Ensure the responsiveness of established community resources.
- 4) Assist the State Family Program Director in recruiting and training FRG volunteers.
- 5) Establish and maintain a database of FRG volunteers at the state level and maintain the FRG Leader Roster on the NGB Family Program website.
- 6) This position does require travel.
- 7) All other duties as specified in the Statement of Work (SOW).

**Salary Range**

35K – 40K

**Minimum Qualifications**

Military and/or Family Readiness Experience Required

Presentation Skills Required

Good Writing Skill Required

Bachelors Degree Desirable

Valid State Drivers License Required

Word, Excel, PowerPoint Required

**Benefits include:**

10paid vacation days

10paid holidays

10paid sick days

60% health & dental paid by company

Company 401k match of up to 3% of salary

**Send electronic resumes to:**

First Lieutenant Kenneth Leedberg

Email: [kenneth.leedberg@nh.ngb.army.mil](mailto:kenneth.leedberg@nh.ngb.army.mil)

**NLT Wednesday 27 October 2004**