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Program Analyst (ARCOS) – RFT

Adaptive Reconditioning and Community Outreach Specialist - ARCOS

Announcement Number: 24-12394574

Primary Location: Navy Wounded Warrior Program, Keyport, WA

Pay Range: \$81,242 - \$94,781

Open: 06/12/2024-06/27/2024

WHAT YOU GET:

- Competitive Wages & Benefits
- Full Benefits package for Regular Full-Time and Part-Time employees begin DAY ONE (No waiting period)
- NAF Retirement Savings **AND** 401(k) plan will match up to 3% of your salary
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- **Coordination of Adaptive Reconditioning programs duties comprise 75% of incumbent's time.**
- Researches and identifies adaptive reconditioning events and other opportunities offered by Federal, State, local community, and non-profit organizations and agencies.
- Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of program operations, establishing goals and objectives.
- Promotes Navy Wounded Warrior Adaptive Athletics program to local enrollees and connect those interested with HQ Adaptive Athletics staff.
- **Community Outreach duties comprise 25% of incumbent's time.**
- Coordinates and manages activities designed to raise awareness of the program and its offerings throughout the area of responsibility for the region.
- Coordinates with Veterans Administration to connect veterans with available programs.
- Identifies, communicates, and coordinates with National Paralympic organizations to identify programs for recovering Service members.
- Communicates effectively and professionally with senior military and community leadership as well as activity participants.
- **Please visit [Vacancy Announcement on USAJobs](#) for a more complete listing of Duties and Responsibilities.**

WHAT YOU NEED TO KNOW:

- Knowledge of administrative management principles and techniques, Fleet and Family Readiness (FFR) programs and services, CNIC programs and missions.
- Knowledge of Federal and agency regulations, knowledge of the specific organization's programs and missions, as well as knowledge of pertinent laws, regulations, and policies related to program operations.
- Knowledge and understanding of requirements and operations of DoD and DoN Wounded Warrior Adaptive Sports and recreation initiatives, as well as knowledge of Health Insurance Portability and Accountability Act (HIPAA), Privacy Act and the Freedom of Information Act.
- Knowledge of and ability to plan, coordinate, and execute small and large scale Paralympic or adaptive sports/recreation type events.
- Experience in the development and execution of adaptive reconditioning events and activities for Wounded Warriors and their families/caregivers.
- Experience in developing and executing community outreach/communication initiatives, and communicates effectively and professionally with senior military, community, and support organization leaders.
- Experience in providing program briefs and participating in public awareness efforts.
- Skill in working with individuals with serious illness, injuries and wounds causing physical and mental disabilities.

- Skill in working with individuals who require sporting equipment modifications to participate in adaptive type physical sports/recreation type activities.

CONDITIONS OF EMPLOYMENT:

- Must have or be able to obtain and maintain a Secret Security Clearance.
- Must have or be able to obtain and maintain a state driver's license.

OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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