



JOIN THE CNRNW FFR TEAM!
Fleet & Family Readiness Programs
Supporting our military. Work that matters!



Administrative Assistant (FAP/CAP) - RFT

Announcement Number: 25-12745179

Primary Location: Naval Base Kitsap, Fleet and Family Support Center

Pay Range: \$49,400 - \$57,635

Open: 06/12/2025 – 07/10/2025

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:

- Serves as a contact point for information and perform clerical and administrative tasks in support of the Fleet and Family Support Center
- Duties are related to record keeping and reporting, liaison with families and programs.
- Prepare and maintain reports, correspondence, and statistical data.
- Maintain files and prepare weekly, quarterly, etc. reports in compliance with policy and procedure in a timely manner.

WHAT YOU NEED TO KNOW:

- At least two years' experience providing effective customer service in a social service setting, to include demonstrated experience in handling a high volume of requests preferred
- Knowledge of the operations, regulations, and guidelines of the FAP sufficient to perform the duties of the position.
- Knowledge of military organization, missions, lifestyles, and situations, which can contribute to family stress, problems, and crisis-situations.
- Knowledge of and skill in English grammar and usage.
- Knowledge of the Navy and DOD information systems used to document and account for non-medical counseling requirements and services provided.
- Knowledge of and skill in the use of web-based applications to facilitate completion of work assignments.
- Skill in the use a personal computer and a variety of software programs to facilitate work assignments.
- Skill in preparing reports, letters, and memoranda detailing findings and recommendations from the FAP.
- Skill in oral and written communication in order to prepare administrative forms and letters related to the FAP/IDC/CCSM and information to Commanders.
- Skill in the use of Microsoft Office Programs (e.g. Word, Excel, Point, Outlook).
- Ability to enter data accurately.
- Ability to perform concurrent tasks, set priorities, coordinate completion within required deadlines and formulate plans of action and milestones for task accomplishments.
- Ability to adapt to changing work conditions, frequent interruptions, and pressures of short deadlines.

CONDITIONS OF EMPLOYMENT:

- These positions are subject to background check in accordance with federal regulations.
- Must possess a valid driver's license to conduct official business in military vehicle or POV.



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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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