
POSITION DESCRIPTION**Employee****Military Family Programs Coordinator**

Date Revised: February 2019

PURPOSE OF POSITION: Assist the National Military Family Association's Military Family Programs Department with the daily implementation of the Military Spouse Scholarship and Operation Purple Programs.

TERM OF COMMITMENT: At Will

TIME COMMITMENT: 40 hours per week

WL: 5

RESPONSIBILITIES:

- a. Assist the department with the daily operational responsibilities of the Military Spouse Scholarship program to include:
 1. Serve as applicant and awardee point of contact, to include responding to calls and emails
 2. Administer day-to-day aspects of the program, including application, judging, payment processing, recipient progress, and any follow-on activities
 3. Build scholarship applications in the NextGen software platform
 4. Notify scholarship recipients of status, validate eligibility, and distribute funds
 5. Maintain tracking and financial accounting of scholarship funds
 6. Help identify compelling individual stories for testimony, donor, and event needs
 7. Perform research as needed
- b. Assist the department with the daily operational responsibilities of the Operation Purple Program to include:
 1. Assist program managers with participant correspondence, questions and selections
 2. Input data from surveys and compile After Action Report info
 3. Maintain tracking and financial accounting of Operation Purple funds
 4. Support program location research and selection
 5. Coordinate incentive ordering and distribution
 6. Coordinate organization and shipping of camp gear
 7. Input requests for Military Family Life Counselors (MFLCs) into Military One Source database for all Operation Purple Programs
 8. Coordinate therapy dogs for all Operation Purple Programs
 9. Assist Government Relations department with coordination of Congressional Letters for Operation Purple Camps
 10. Coordinate Operation Purple Camp visitors
- c. Demonstrate teamwork with all levels of staff and contribute to a positive work environment
- d. Other duties as assigned by the Department Director and Program Managers

QUALIFICATIONS:

1. High school Diploma; some college preferred
2. Excellent customer service skills
3. Excellent administrative, planning, and organizational skills
4. Well-developed interpersonal and communication skills
5. Computer expertise in Microsoft Office, particularly Excel, to organize vast amounts of data
6. Attention to detail
7. At least three years of relevant administrative experience
8. Knowledge and experience in non-profit operations a plus
9. Knowledge of the families of the uniformed services preferred

TELECOMMUTING: Primary duties of this position must be performed on-site at Association Headquarters. This position is eligible for one day of telecommuting per week under the Telecommuting Policies and Guidelines contained in the Association Personnel Handbook.

RESPONSIBLE TO: Military Family Programs Director

COMPENSATION: Non-exempt. Hourly wage; leave and personal days and holidays in accordance with the Personnel Handbook; medical benefits; option to participate in payroll Flexible Spending Account (FSA); limited matching 403(b) retirement plan available; free parking. Reimbursement for expenses will be in accordance with the Association Personnel Handbook.