



Position Announcement (Contractor) Administrative Support Technician for California ESGR Program

IIF Data Solutions, Inc. (IIF Data) is seeking a qualified individual to serve as an Administrative Support Technician (AST) for the California Employer Support for the Guard and Reserve (ESGR) Committee. This civilian contractor position will work with the state ESGR committee to assist the Program Support Technician (PST) and State Chair in executing administrative, financial and operational support to the committee's volunteers and ESGR programs. The position will be stationed at the Navy Operation Support Center in San Diego, CA. **This job announcement closes September 28, 2012.**

Major Duties include, but are not limited to:

- 1) Work in coordination with the PST, State Chair and HQ, ESGR Staff to support the committee's ESGR programs for volunteer training; Yellow Ribbon events; military outreach briefings; employment initiatives; and, coordinate with active and reserve component commands on ESGR participation in pre and post-deployment activities
- 2) Assist in planning, developing and supporting volunteer training programs, approved employer and military outreach events, and the annual planning and awards program
- 3) Administer the state committee's website and other electronic communications services, maintain electronic and printed records of committee members, events calendar and other informational programs, providing reports as required by appropriate offices
- 4) Assists with the formulation of budget requirements supporting State ESGR programs, processing volunteer's travel orders and claims, event requests and fulfillment inventories, providing input to the financial management process and regular reports
- 5) Administer the state's Employer Recognition and Statement of Support program
- 6) Assist in the assignment and tracking of Uniformed Services Employment and Reemployment Act (USERRA) cases assigned by HQ, ESGR to the state's Ombudsmen
- 7) Maintain statistical data and demographics on the state's reserve component population, employers and ESGR volunteers, providing reports to the PST and State Chair
- 8) Some travel is required, including attendance at conferences and training sessions
- 9) Respond to visitors and electronic communications, preparing correspondence and responsible for records management of the state committee's files
- 10) Provide briefings and updates on ESGR programs to military and civilian groups
- 11) Assist with implementation of ESGR programs and collection of reports from volunteers
- 12) Adhere to a standard work schedule of 8AM-5PM, Monday through Friday, with some requirements to participate in ESGR events on weekends
- 13) Maintain a professional demeanor and appearance at work and ESGR events
- 14) Must have a valid drivers' license and be qualified for a Common Access Card after undergoing a National Agency Investigation Check (government security clearance)
- 15) All other duties as specified in the Statement of Work or assigned by proper authority

Health Insurance (Medical, Dental, Vision)
Life Insurance & Disability Insurance
401k Retirement Plan – Company Match
Paid Time off – 10 Days Vacation; 10 Holidays; 5 Sick Days Annually

Individuals interested in this position should send their resume (Word document preferred), along with salary requirements via e-mail to hireme@iifdata.com by **September 28, 2012.**