

# CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
<b>Sector 2 Media Coordinator</b>	<b>S2-MC</b>	<b>S2MC1</b>	<b>Rated Personnel</b>	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
<b>No</b>	<b>Personnel retain original Command assignment</b>	<b>Sector 2 Junction City, OR</b>	<b>None</b>	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
<b>Internal and External</b>	<b>Open Until Closed</b>	<b>All Active Duty Rating Levels</b>	<b>G1 Private and Above</b>	<b>100</b>
POSITION DESCRIPTION				
<ul style="list-style-type: none"> <li>The Sector 2 Media Coordinator oversees media and communications related to C.A.A. operations. Specifically they help manage and oversee social media accounts, the website and blog, and the C.A.A. forums. They are also responsible for documenting C.A.A. activities and events, taking photos, and creating C.A.A. email newsletters and social media posts.</li> </ul>				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> <li>This is an <b>Additional Duty Assignment</b>. Personnel assigned as the Sector 2 Media Coordinator carry out the related duties in addition to their main role within the Central Aid Agency, and must maintain simultaneous standards for both roles. However, it may be made into a Primary Duty Assignment in the future.</li> </ul>				
DESCRIPTION OF DUTIES				
<ul style="list-style-type: none"> <li>Help administer and manage C.A.A. digital profiles, such as social media accounts, the website, and forums.</li> <li>Create posts and content for these profiles.</li> <li>Document C.A.A. activities and events.</li> <li>Take, vet, and post photos and videos related to operations.</li> <li>Create and send email newsletters.</li> <li>Keep content in line with the rules, standards, and values of the agency.</li> <li>Other related duties as assigned.</li> </ul>				
MEMBERSHIP REQUIREMENT				
<ul style="list-style-type: none"> <li>Media Coordinators are required to be a member of the Central Aid Agency in a Rated capacity.</li> </ul>				
FAITH REQUIREMENT				
<ul style="list-style-type: none"> <li>No specific faith requirement.</li> <li>Personnel must follow the Code of Conduct.</li> </ul>				

<b>HOURS / ACTIVENESS REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Personnel must maintain the minimum activeness standards required by their level of Rating.</li> <li>• Media Coordinators are expected to be actively engaged in this role on an ongoing basis if selected.</li> </ul>
<b>PAYSCALE</b>
<ul style="list-style-type: none"> <li>• This is a volunteer position</li> </ul>
<b>BENEFITS</b>
<ul style="list-style-type: none"> <li>• No benefits are currently offered for this position</li> </ul>
<b>HYGIENE AND APPEARANCE REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Personnel follow the hygiene and appearance requirements of their home unit.</li> </ul>
<b>UNIFORM</b>
<ul style="list-style-type: none"> <li>• Personnel will typically wear a Class D uniform, or the uniform of their home unit.</li> </ul>
<b>EQUIPMENT</b>
<ul style="list-style-type: none"> <li>• Equipment personally purchased by personnel is their property and they may keep it upon leaving the agency.</li> <li>• All other equipment is issued to personnel and must be returned upon leaving the agency.</li> <li>• Media Coordinators will be designated by a role badge worn on the uniform.</li> </ul>
<b>DESCRIPTION OF SELECTION PROCESS</b>
<ul style="list-style-type: none"> <li>• Application Submission.</li> <li>• Interview by the Sector Commander and/or ranking Sector officers.</li> <li>• Approval by the Sector Commander or ranking officer within the Sector chain of command.</li> <li>• Personnel will be on probation for up to one (1) year after initial assignment.</li> </ul>
<b>ELIGIBILITY</b>
<ul style="list-style-type: none"> <li>• <b>This role is open to Rated personnel.</b></li> <li>• Priority will be given to those with prior experience.</li> </ul> <p>EDUCATION/WORK EXPERIENCE:</p> <ul style="list-style-type: none"> <li>• Must demonstrate ability to carry out the duties associated with this role.</li> <li>• Must have familiarity with technology, social media, and digital platforms.</li> <li>• Experience as a media or outreach coordinator, Public Information Officer, Joint Information Center staff (or similar) preferred, but not absolutely necessary.</li> </ul> <p>CERTIFICATIONS:</p> <ul style="list-style-type: none"> <li>• Any Public Information Officer (PIO) or Joint Information Center (JIC) related certifications are recognized and accepted.</li> </ul>

**ABILITY/BACKGROUND:**

- Must be comfortable creating content and interacting with the public.
- Must represent the rules, expectations, and values of the agency in content created.
- Must be detail-oriented.
- Must generally strive to represent the agency in a positive light; however truth and transparency is also important.
- Must be responsible, self-disciplined, and trustworthy.
- Must strive to maintain neutrality on volatile or sensitive issues, and seek guidance from superiors in these instances.
- Understand you will be the public-facing representative of the agency, and must represent the agency diligently, honorably, and faithfully in this capacity.

**PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION**

APPLICATION	
LAST NAME	FIRST NAME
DATE OF BIRTH	LEGAL GENDER
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
CONTACT PHONE	CONTACT EMAIL
SIGNATURE	DATE
<b>BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY</b>	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
<b>BELOW FOR AUTHORIZING OFFICER ONLY</b>	
APPLICATION APPROVED	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold	
SIGNATURE	ID NUMBER

# ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

<input type="checkbox"/> New Assignment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Assignment	<input type="checkbox"/> Attachment	<input type="checkbox"/> Change Duty Status
<b>Name (Last, First)</b>		<b>Number</b>		
<b>PREVIOUS ASSIGNMENT</b>				<input type="checkbox"/> Check if none
<b>COMMAND</b>				
<b>UNIT</b>				
<b>NEW ASSIGNMENT</b>				<input type="checkbox"/> Check if same as above
<b>COMMAND</b>				
<b>UNIT</b>				<input type="checkbox"/> Check if same as above
<b>DATE END PREVIOUS</b>		<b>DATE START NEW</b>		
<input type="checkbox"/> Check if all below remaining unchanged				
<b>PREVIOUS SECURITY CLEARANCE</b>		<b>NEW SECURITY CLEARANCE</b>		
<b>PREVIOUS RANK</b>	<b>RSD#</b>	<b>NEW RANK</b>	<b>RSD#</b>	
<b>PREVIOUS DUTY STATUS</b>		<b>NEW DUTY STATUS</b>		
<b>COMMENTS</b>				
<b>AUTHORIZING OFFICER</b>			<b>DATE</b>	
<b>NUMBER</b>				