



## NGEEP Coordinator Ohio National Guard

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### 1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of NGEEP Coordinator for Sygnetics, Inc. in support of the National Guard Employment Enhancement Program (NGEEP) Contract for Ohio Army National Guard – Contract Number GS-15F-0047M / Order Number W91364-15-F-0117.

### 2.0 FUNCTIONAL ROLE

The NGEEP Coordinator will serve as a team member and primary advisor on all employment issues, to include job skill training, employer outreach, Dept of Labor Veteran Outreach and successful reintegration into the career market following a deployment.

### 3.0 REQUIREMENTS

- Bachelors Degree and three years of related experience in education, counseling, workforce programs, human resource coordination, project facilitation, social services, or other related field.
- Possess additional Army/Air Guard experience directly related to the requirements of the PWS, and a working understanding of the position functions.
- Have sufficient knowledge to perform the work of the position described in the PWS.
- Must be able to fluently read, write, speak, and understand
- English.
- Will be able to use technology in the performance of duties, such as: Microsoft Office, digital cameras, NGB Joint Service System Website, State and Territory Websites to include Active and Reserve Component information.

Additional Requirements and Notes:

- The federal equivalent of the NGEEP Coordinator is approximately at level GS-11.

### 4.0 REPORTING RELATIONSHIP

The NGEEP Coordinator reports to the Sygnetics Program Manager.

### 5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- NGEEP Coordinator is responsible for the development, planning, implementing, and administering of the National Guard Employment Enhancement Program concerning Service Member, Veteran and their Family's employment needs. The primary goal is to link Unemployed or Underemployed Service Members, Veterans and their Families with the resources to assist them in securing employment that matches their skill sets.

Their work directly affects the social and cultural wellness of Service Members, Veterans and their Families, and contributes to the improvement and effectiveness of the family before, during and after the deployment of the military family member.

- Support State Family Program Director: Primary staff responsible for development of the National Guard Employment Enhancement Program. Lead staff for the coordination of all Employment Programs, to include Air Wings, for the Ohio National Guard.
- Develop and facilitate a National Guard Employment Enhancement Program: Utilize employment websites for job seeking opportunities to include Ohio Means Jobs website, and also Regional Job Fairs, Resume writing skill, Interviewing techniques, and other tools to successfully acquire employment.
- As an integral part of the DOD Yellow Ribbon Program, Supporting and Attending Reintegration Employment Events: Support all YRRP events within the state and conduct outreach to local area employers for employment opportunities.
- Collaborate with the civilian employment opportunities through Ohio Jobs and Family Services, Ohio Means Jobs, Employer Support of the Guard and Reserve (ESGR), Heroes to Hired (H2H), Civilian Employment Information (CEI) reporting and VOW Act: Through employment surveys administered at the unit level, identify unemployed or under employed Service Members and refer 100% of those requesting help to partnering agencies/employers with matched skill opportunities. Develop a statistical database in order to pull unemployment information for the Ohio National Guard (OHNG) leadership at any time.
- Develop and gather employment opportunities and Job Fair information within State: Compile employment and Job Fair listings by region that support OHNG units within 30 days of contract services. Maintain event awareness to ensure that NGEEP has complete visibility of all upcoming Job Fairs throughout State, regardless of component (All Branches). Identify employment opportunities presented through the employers who have been recruited to support Yellow Ribbon Reintegration Events.
- Interpret Service Member Career Assessments to identify additional job training requirements: Interpret career assessment submitted by the Service Members, Veterans and their Families to determine if additional technical or job skill training is needed. If so, refer Service Members to Education & Incentives within 14 days so the Service Members, Veterans and their Families can be properly informed of the educational benefits available to them to receive new or additional training to improve their skills. Follow on assessments will be conducted as required.
- NGEEP Coordinator will ensure that communications links are established between FAC/FRSA and NGEEP Coordinator will track employment metrics by Brigade/Wing for reporting to Commanders on a monthly basis.



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- Develop and provide employment survey to all Service Members, Veterans and their Families who are within 90 days of returning from deployment. Begin working with local employers to inform them of skill sets of those who will be seeking employment upon their return.
- Collaborate with Family Assistance Center (FAC) to identify employment needs of Family members: Work alongside all FACs to share Employment information and opportunities with Family members seeking employment. This information should include available activities, outreach, referral services and other necessary resources that help Families secure employment.
- Maintain tracking mechanism to measure success of program: Maintain records to compile and analyze statistical data to create reports of personnel relation information as a metric for job placement, educational/job skill training and Veteran Friendly Employers.