

Position Title: **OPERATIONS ASSISTANT**



BCDS is actively recruiting Veterans(E7 or above) with recent OEF/OIF experience and Advisor Team experience.

Position Responsibilities Include:

- Support Advisor Training Operations section in the planning, scheduling, coordination and execution of training and operations.
- Assist the Advisor Training Operations section in resource assignment and prioritization.
- Build, de-conflict, and confirm training schedules of several security cooperation teams.
- Assists in the scheduling and coordination of activities required for on-going and future classes and courses, including planning for current and future operations.
- Coordinate ranges, training areas, classrooms and other venues to support ATC training.
- Coordinate with external agencies, particularly the MHG staff, in order to ensure ATC training has command visibility and is properly supported.
- Coordinate with security cooperation teams to ensure training needs are met.
- Participate in the preparation and execution of confirmation briefs as required.
- Assist in tracking the completion of Blocks I-III pre-deployment training Plan for security cooperation teams.
- Assist in the development and update of lesson plans in accordance with the USMC Systems Approach to Training (SAT) User's Guide.
- Provide technical input in development and updates of curriculum, Program of Instruction (POI) and training materials for the courses of instruction.
- Supports the planning, execution, and after action review of training.
- Assists training operations to provide focus on advisor ability to mentor and teach foreign national security personnel in proper TTP related to POI training events.
- This position may require travel to alternate training venues.
- Performance of duties shall be in a combination of classroom and field conditions.

Civilian Education:

REQUIRED: High School Diploma

DESIRED: College degree is preferred.

Military Education:

REQUIRED: Certification as Marine Corps Range Safety Officers (RSO).

DESIRED: Train the Trainer School (T3S) within last four years from date of hire a plus.

Military/Government Experience:

REQUIRED: Former Marine E-7 or above.

DESIRED: Operational experience within six years of date of hire. 20 years military experience; current knowledge and experience with Marine Corps TTP and Lessons Learned

from recent real world operations within the last four years as of date of hire; familiarity with the USMC Advisor Program; Combat deployment experience in support of Operation Iraqi Freedom or Enduring Freedom.

Clearance:

REQUIRED: Secret Clearance

Submit Resume and Cover Letter to employment@4x4bcds.com

Applicants must hold a valid US Passport. Compensation commensurate with experience. BCDS is an equal opportunity employer. All positions are pending contract award in May, 2012