



Location: Tampa, FL

Position Summary:

The Future Operations Support Coordinator serves as the on-site liaison for program operations and provides administrative support to customer representatives as required.

Essential Duties and Responsibilities: (Not listed in order of importance; other duties may be assigned)

- Plan, coordinate and track future operations and events that are more than 90 days out.
- Build and maintain a long-range calendar to track future events.
- Conduct research, planning, and coordination then produce a Concept of Operations (CONOPs) and Operations Orders (OPORDs) for all operations and events.
- Ensure CONOPs and OPORDs for all operations and events are presented to the Director on-time.
- Prepare weekly reports and assist with preparation of monthly status reports quarterly metrics reports and yearly reports.
- Create/edit Power Point presentations based on input from leadership.
- Be prepared to brief leadership on future operations and other topics within the Operations Section.
- Collate, proof and submit updates to policies, instructions, and Memorandums of Agreement/Understanding.
- Provide administrative assistance for conferences and training events. Send requests to the Visual Information department for production (i.e. pamphlets, posters).
- Provide answers to taskers (based on direction from leadership), route correspondence (policies, memorandums) and request information from the Office of Warrior Care Policy Staff, subordinate commands, and the Services.
- Coordinate with Office of Warrior Care Policy Staff on behalf of the Chief in support of SOF wounded warrior care.
- Identify program or policy changes required to better service the SOF WII.
- Prepare Director and leadership for engagements by providing electronic and hard-copy smart books.
- Provide coordination of support solutions between different staff members. Meet with other staff to ensure synchronization and tracking of tasks.
- Review Task Management Tool (TMT) and E14, FOIA requests, respond to taskers after collecting input from leadership, route correspondence using TMT and E14.
- Assist with synchronization of shared calendars.
- Catalog documents (electronic and hard copy) in the Shared Drive. Maintain version control.
- Serve as the WCP-CC Director's Executive Assistant (EA) when required. This EA support includes: answering CC Director calls, controlling the WCP Director's schedule, organizing, monitoring and executing taskers given by the Director, and synchronizing shared calendars in Microsoft Outlook.
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- BA/BS degree (preferred)
- Equivalent combination of knowledge and specialized experience may be acceptable in lieu of a degree
- Government contract requires person to possess proof of U.S. citizenship
- Related experience in working with military personnel and people with disabilities

Knowledge:

- Proficient in MS Office suite of products (strong emphasis on PowerPoint), Publisher, Analyst Notebook
- Previous knowledge of Wounded Warrior Operational support preferred



Abilities:

- Ability to quickly assess varied situations and assist in development of solutions working with team members
- Ability to organize, prioritize and meet deadlines
- Excellent critical thinking, problem solving and interpersonal skills
- Self-starter requiring minimal supervision
- Strong verbal and written communication to effectively express concepts, plans, and proposals
- Ability to work in an ambiguous environment
- Develop and maintain effective working relationships with others
- Ability to interpret and follow oral instructions
- Able to adapt to changes in schedules and job priorities
- Able to perform detailed work with a high degree of accuracy
- Able to read and interpret written information
- Able to conduct research and reconcile inaccuracies and make appropriate corrections

NOTE: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and/or ladders; balance; stoop, kneel, crouch or crawl; talk, hear or smell. The employee must occasionally lift and/or move up to 50 pounds occasionally or 20 pounds frequently. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Valid state driver's license and ability to operate a motor vehicle required.

Clearance:

Secret Clearance required. Candidates may be subject to a government security investigation and must meet eligibility requirements for access to classified information upon hire.

Supervisory Responsibilities:

None for this position.

The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. **9Line is an equal opportunity employer.**