



STAFF VACANCY ANNOUNCEMENT



Carolina Wing Public Affairs Officer (SCWG/PAO)

Open 12 October to 01 November 2024

Suspense: 01 November 2024

Job Description: Advises and assists the commander on all media relations, internal information and community relations matters. Plans, develops and implements a Public Affairs program. They shall:

- Release information on unit activities to news media.
- Publish unit newsletter or bulletin.
- Coordinate participation of unit members in community activities.
- Coordinate with other organizations and agencies as required.
- Supervise all public affairs activities of subordinate units.
- Serve as a mentor, resource, trainer, and guide to subordinate unit PA Officers and other members.
- Reach out to new unit commanders to update them on their responsibilities in the PA program.
- Assist with training of Squadron PA Officers.
- Participate in monthly and quarterly meetings as required.
- Ensure that PA area meets the national compliance requirements.
- Perform other duties as assigned by the Chief of Staff.

Public Affairs Officers, to be effective, must be familiar with [CAPP 201](#), [CAPP 190-1](#), [CAPP 3](#), current policies and activities of his/her unit.

Preferred Requirements:

- Technician Rating or above in the Public Affairs Officer Specialty Track.
- Previous assignment as a Public Affairs Officer at the unit or group level.
- Completed Level II of the CAP E&T Program.
- Qualified as a VOLU instructor.
- CAP Driver's License

Assignment Requirements:

- Will be assigned as the Public Affairs Officer at SCWG.
- Will work towards PAO Senior or Master Rating.
- Reports to South Carolina Wing Chief of Staff, Lt Col David Roberts.

Application and Selection Process:

- Submit an email letter of intent with a resume or statement of relevant CAP and/or outside experience to SCWG/CS Lt Col David E. Roberts NLT close of business 01 November 2024 (david.roberts@scwgcap.org), copying Maj Ron Hardgrave (ron.hardgrave@scwgcap.org).
- Selection will be made based on a review of the most qualified applicants. An interview may also be part of the selection process.