

MISSION: READINESS – MILITARY LEADERS FOR KIDS Assistant

*Seeking an energetic organizer to help engage retired generals and admirals
in an exciting new start-up in Washington, DC*

Organization:

MISSION: READINESS is the new non-profit, national security organization led by retired generals and admirals calling for smart investments in the upcoming generation of American children.

Position Summary:

MISSION: READINESS is seeking an energetic, entry-level candidate to assist us in mobilizing retired generals and admirals to address the fact that 75% of young Americans today are unable to join the military due to problems with education, crime, or fitness. The goals of the position are to (1) Provide administrative support for the mission; (2) Work with the MISSION: READINESS team to create an active presence of retired senior military leaders in key regions across the country; and (3) Help mobilize members to educate the public and policy-makers about the national security implications of investments in children and youth.

The Assistant will work closely with the National Director and staff of MISSION: READINESS.

Job Responsibilities:

- Support MISSION: READINESS staff and members and their activities related to policy goals in assigned states, including coordination of travel, communications, public events, and legislative meetings/testimony.
- Assist with the identification and engagement of retired military leaders; help educate prospective members about the link between a strong military, national security and investments in children.
- Management of membership database. General office administrative duties, including support for staff in the national office and in the field.

Ideal candidates will have a college degree and some experience with cause or issue-related campaigns and/or advocacy. Excellent writing and interpersonal skills required, along with the ability to handle multiple projects simultaneously and an extremely high level of attention to detail. Knowledge of the military community, an understanding of the legislative process, and experience with early childhood development and education policies and programs are plusses. Salary: entry-level with excellent benefits.

To apply, please send completed **questionnaire, resume, and cover letter** to:

MISSION: READINESS
1212 New York Ave, NW Suite 300
Washington, DC 20005
Fax: 202-776-0110
E-mail: jobs@MISSIONREADINESS.org

*MISSION: READINESS is an equal opportunity employer. Women and minorities are strongly encouraged to apply.
No phone enquiries, please.*

Questionnaire

Please take as much space as you need to answer the following:

1. Your name:
2. Telephone:
3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
4. Please describe your experience in enlisting others in a cause, project, or concept you believe in:
5. Please tell us about an obstacle you had to overcome in your personal, academic, or professional experience:
6. Please indicate:
 - The salary you think you should be paid if you are hired for this position:
 - Your salary in your last/current position (if applicable):
7. How did you hear about this opening? (Please be specific, e.g, who referred you or what publication or website listed the position)
8. Additional comments (if you choose):