



**Coast Guard Mutual Assistance has the following immediate
Job Opening**

Director of Administration

Position Description:

- Provide broad administrative support for the Executive Director and the Board of Control
- Administer pay and personnel matters
- Supervise subordinate administrative personnel
- Provide guidance to CGMA Representatives throughout the Coast Guard
- Evaluate and respond to assistance requests forwarded to CGMA Headquarters from locations throughout the Coast Guard
- Oversee an annual fundraising campaign, including preparation, printing and distribution of campaign material
- Prepare portions of the annual report and arrange its printing and distribution
- Administer the annual election to fill open Board of Control positions.
- Maintain the CGMA operating manual

This is an excellent position for an individual with prior Coast Guard administrative experience at the E-7, CWO level. Strong knowledge and skills in oral and written communication required.

Contact Ron Wolf, Phone: 703-547-7163 or Ronald.C.Wolf@uscg.mil for additional information.

THIS IS NOT A FEDERAL POSITION

CGMA is 501(c) (3) corporation located in the Ballston area of Arlington, Virginia

Health insurance, life insurance, retirement plan, tuition assistance and other benefits available.
Salary: \$80k-\$85k, commensurate with experience and qualifications.

E-mail Resume to Ronald.C.Wolf@uscg.mil, Fax it to (703) 875-0344, or mail it to Coast Guard Mutual Assistance, 1005 N. Glebe Road, Ste 220, Arlington, VA 22201, Attention: Director of Administration. Resumes must arrive no later than close of business April 7, 2017.