



Fleet & Family Readiness
U.S. Naval Station - PSC 819 Box 14
FPO AE 09645-0014

Announcement Number: MWR-016-10 04/06/2010
Closing Date: Open Until Filled
1st Cut-Off: 13 April 2010
Cut-offs every 7 days

CLUB OPERATIONS ASSISTANT - CHAMPIONS

FLEXIBLE SCHEDULE (0 to 40 hours per week)
PAY BAND: NF-02
SALARY RANGE: \$8.71-\$17.97

AREA OF CONSIDERATION: Spouses of active duty US military stationed in the Rota commuting area will receive employment preference. In the absence of a best-qualified military spouse, spouses of DOD civilian employees, Active Duty and military/civilian family members may be considered for employment.

NOTE: SELECTED APPLICANT WILL NOT LOSE ANY ENTITLEMENT TO FUTURE SPOUSE PREFERENCE ELIGIBILITY FOR ANY OTHER NAF OR GS POSITION. SELECTEE IS SUBJECT TO DIRECT DEPOSIT OF PAY.

This position is located at the Hospitality Division of the Morale, Welfare and Recreation Department, Rota, Spain. The incumbent will assist the Manager by: arranging and setting up various conferences, meeting, parties, banquets and other social/military functions; attending all events, ensuring that all requirements are met and that the desired outcome is achieved. Assists in the implementations and carrying out of a comprehensive marketing program to positively promote the programs. Performs other duties as assigned.

QUALIFICATIONS: Knowledge of DOD Club Management procedures and general business practices related to the operational management of the catering program. Knowledge of basic secretarial, accounting and office procedures. Ability to communicate in Spanish is desired. Must possess a valid driver's license. Will be required to work days, nights, weekends and holidays as warranted by business and supervisors.

Applications on Form SF-171 or OF-612 and Family Member Status Form must be submitted to the MWR Personnel Office between the hours of 0830 to 1730, Monday through Friday before the above closing date. For further information, call extension 727-2596/727-3263.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.
"All qualified candidates will receive consideration without regard to race, color, religion, sex,

national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.”