

# US NAF Full Time Position MARKETING ASSISTANT



**\$14.43 - \$17.32 per hour (plus Post Allowance)**

Official Position Title: Marketing Assistant, NF-1001-03  
Announcement #: NUS-20-018  
Opening Date: 02 November 2020  
Closing Date: Open Until Filled  
1<sup>st</sup> Cut-off date: 16 November 2020

Department of the Navy  
Morale, Welfare and Recreation Dept  
Sigonella NAS 1 BLDG. 157  
Phone: 095-56-0522 DSN 624-0522

## **Notes:**

1. This is a regular full time position.
2. Work is primarily sedentary in nature and is normally performed in an office setting during regular working hours, however it may be subject to standing for extended periods of time, bending, stooping, walking and working an irregular schedule including nights, weekends and holidays in support of the programs and activities serviced out of the office and during special events.
3. Work may require driving vehicles, therefore candidates must possess and be able to maintain a current and valid U.S. driver's license (**Attach copy to application**).
4. Candidates must be in possession of Official U.S. Passport (Containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
5. Selected candidate is required to satisfactorily complete a pre-employment background investigation as a condition of employment.

**How to Apply:** Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-point preference).

**Please make sure your résumé contains all the required information listed on the reverse page of this announcement or under the section "Instructions for U.S. Applicants".**

## **Area of Consideration:**

U.S. citizens in the commuting area who are authorized command-sponsored dependents of civilian and military personnel.

## **Description of Duties:**

Supports the Marketing section by implementing a diversified marketing and communications strategy and by promoting N9-Fleet and Family Readiness (FFR) programs to the military community. Assists with implementing and maintaining social interactive application sites, websites and smartphone applications. Creates marketing campaigns and distributes graphic art materials to FFR facilities. Maintains communication with the FFR Program Managers and Division Heads and executes timely development, writing, layout, proofing, printing and distributing of all FFR publications and advertisements. Promotes FFR activities through multiple media channels including but not limited to social media, digital displays, print advertisements, electronic newsletter, website, and smartphone app. Proofreads and distributes magazines and electronic newsletters. Researches and executes promotional ideas and items, marketing strategies, and distribution plans. Presents programs in base indoctrination, deployed forces briefs, and ombudsman meetings. Ensures that bulletin boards and digital displays are properly updated. Stays current on common computer programs, user interface and web technology trends. Ensures integrity of communications by staying informed on legislation and Department of Defense policies that affect internet, social media and website content. Attends FFR events during weekdays or weekends to take event photographs or video. Uses current graphic design programs to create flyers or images. Performs other related duties as assigned.

**Minimum Qualification Requirements:**

One (1) year of specialized experience equivalent to at least GS-04/NF-02 **OR** 4 years of education above High School.

**Specialized experience:** experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position and that is typically in or related to the work of this position.

Qualified candidates will also be rated and ranked by the following Knowledge, Skills and Abilities (KSA's) to determine order of referral:

1. Knowledge of website design, graphic arts and other visual media.
2. Knowledge of marketing principles, techniques and methods.
3. Knowledge of design software programs, social media technology and industry standard marketing and digital practices.
4. Skill in the use of multimedia and website design.
5. Skill in various computer and software programs.
6. Skill in providing administrative support.
7. Skill in writing grammatically correct.
8. Ability to speak clearly in front of large and diverse groups of people.
9. Ability to communicate effectively both orally and in writing.
10. Ability to prioritize and multi-task.

**To receive appropriate credit for experience, education and/or training, please attach copies of personnel actions, official transcripts, certificates, or other acceptable evidence to your application.**

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.

**Non-Appropriated Fund (NAF) Human Resources (HR) Office**  
**U.S. Naval Air Station Sigonella (NAS I) Bldg. 157**  
**Phone numbers: Com. 095-56-0522 DSN 624-0522**

**INSTRUCTIONS FOR U.S. APPLICANTS**

- **Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from**  
**[https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas\\_sigonella/about/jobs/mwr\\_jobs.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs/mwr_jobs.html)**  
**It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.**
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), phone numbers and e-mail address
- Country of citizenship
- Date of Birth
- Veterans' preference (Attach DD-214)
- High school (name, city and state, zip code) and date of diploma or GED
- Colleges and universities (name, city and state). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Scheduled rotation date

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and address
- Starting/ending dates and hours per week

You can submit your application forms to the NAF HR Office, to [mwrjobs\\_sigonella@eu.navy.mil](mailto:mwrjobs_sigonella@eu.navy.mil), or you can deposit it in the NAF HR (MWR & NGIS) box near the Pass & ID window at the NAS I gate. It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1300 to 1530.

Revised Sept 2019