

**THE HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF
MILITARY MEDICINE**

Position Description

Spiritual Performance Training and Education Coordinator
(Full-Time)

Position No:

FLSA Status: Exempt

Grade:

EEO Category/Job Group:

JOB SUMMARY: Spiritual Performance Training and Education Coordinator (“Coordinator”) to support the Consortium for Health and Military Performance (CHAMP) at the Uniformed Services University of the Health Sciences, in the Department of Military and Emergency Medicine with service at USSOCOM, MacDill Air Force Base, Florida. Responsible for coordinating, implementing and evaluating all training and education programs led and sponsored by USSOCOM Command Chaplain (SOCH)/Preservation of the Force and Family (POTFF) Spiritual Performance domain. Primary duties will include: coordinating, implementing and evaluating training and education programs and collaborating in research and interdisciplinary initiatives with the expectation of publications arising from the efforts. Current education programs include the Joint Special Operations Religious Support Team Orientation Course (JSORSTOC) and the graduate level Spiritual Readiness Course. Training initiatives under development include the Special Operations Forces (SOF) Chaplaincy Suicide Prevention Workbook/Training Curriculum, Spiritual Performance Coaching, POTFF Provider Orientation and Upgrade Training; and Religious Support Team (RST) involvement in collective and distributed exercises. The successful candidate will be responsible for coordinating all development activities and implementing approved training programs and education courses. SOCH intent is to provide accredited undergraduate and graduate-level courses that encourage life-long learning, critical thinking, and research collaboration, with publishable papers as student products. Additional graduate level pilot courses ready to be designed to meet SOCH intent include Special Operations Forces (SOF) Chaplain Scope of Practice and Crisis Care/Counseling. The successful candidate will support the Spiritual Performance Program Manager in negotiating and executing necessary actions related to creating, modifying and evaluating courses to comply with accreditation requirements of cooperating universities. The Coordinator should author/co-author papers to present at academic and professional conferences and publish in peer-reviewed journals; coordinate and collaborate with experts in education; and prepare reports, presentations, lesson plans, and briefings to advise command on progress of the program. The Coordinator will receive training and supervision in the areas of military instruction methods, USSOCOM administrative processes, and interdisciplinary collaboration.

ESSENTIAL JOB DUTIES:

90% of time

1. Assists project leaders in organization, coordination, implementation, and analysis of training and education programs in support of the USSOCOM Chaplaincy.
2. Work as an interdisciplinary team member as part of Joint Special Operations University (JSOU), Preservation of the Force and Family (POTFF), and the USSOCOM Command Chaplain.
3. Assist students in publishing peer reviewed papers.
4. Organizes data collection processes and assists in analysis and interpretation of the data.

5. Coordinates meetings, teleconferences, and Secure Video Teleconferences (SVTCs).
6. Prepares lesson plans, briefings, and annotated bibliographies.
7. Coordinates with support personnel from multiple organizations involved in RST training and education.
8. Attends meetings and briefings related to training and education.
9. Problem solves program, administrative, process and research-related issues.
10. Attends, assists, and delivers trainings and classroom lectures.

NONESSENTIAL JOB DUTIES:

10% of time

11. Completes other projects as needed.

JOB SPECIFICATIONS:

Required Knowledge, Skills, and Abilities: Speaking, presenting and teaching skills, ability to problem solve efficiently and effectively, ability to operate at a strategic military headquarters, interpersonal skills, emotional intelligence, interest in interdisciplinary work, Microsoft Office expertise, ability to deliver required tasks efficiently and timely, knowledge or interest in the military chaplaincy and/or Special Operations, ability to be flexible in tasks and requirements, open minded. While data/statistical analysis is not required, applicants should specify proficiency, if any, in analytical software programs.

Minimum Education/Training Requirements: PhD or equivalent in leadership, ethics, pastoral care/counseling, constructive theology, spiritual direction, spiritual formation, sociology of religion or a related field. PhD candidates are also encouraged to apply.

Minimum Experience: 1-4 years directly related professional experience.

Physical Capabilities: May require travel.

Required Security Clearance: TS/SCI preferred, eligible for TS/SCI accepted.

Licenses, Certification or Registration: N/A

Supervisory Responsibilities/Controls: N/A

Work Environment: Joint Special Operations University College of Special Operations, HQ US Special Operations Command (USSOCOM), MacDill AFB, Tampa FL.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director of Human Resources.

All interested applicants should submit the following documents:

1. Curriculum Vitae
2. Writing sample (250-500 words on a topic about which the applicant feels strongly)
3. Contact information for at least three references