



**HEADQUARTERS, PACIFIC REGION  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
Bldg 10, Hayward Air National Guard Base  
1525 W. Winton Avenue  
Hayward, CA 94543



5 June 2014

**POSITION POSTING: Pacific Region External Aerospace Education Officer**

**General Description**

Responsible for assisting the Pacific Region Deputy Chief of Staff Aerospace Education in directing executing and monitoring the pacific region external aerospace education program.

**Primary Job Functions**

- Develop content for the PCR AEO-AEM Workshop, and the CAP-USAF Diversity Project.
  - This may include presentations, activities, logistics and participation
- Cultivating and maintaining professional relationships with wing and unit AEO; mentoring and assisting AEO's as needed when they are working with the local and state organizations, colleges, universities and civic institutions to promote/expand current CAP AE programs.
  - Assist with the promotion and development of aerospace education projects at the state, community and local school level (workshops, seminars, courses, material development, etc.)
  - Mentor wing and sub-ordinate unit personnel with the award nomination packet for:
    - Category III (Individual/ Organization) Brewer Memorial Award.
    - Scott Crossfield Aerospace Education Teacher of the Year Award.
- Creating and regularly updating external aerospace education presentation materials.
- Promote CAP AE materials through collaboration with the formal education structure (staff meetings, district in-service trainings, teacher classrooms, school clubs, NSTA, and Homeschool)
  - Through train the trainer instruction, presentations to units, educators and organizations inside and outside of CAP.
    - A program assessment form for each presentation will be used to evaluate and enhance the presentations.
- Promote CAP external aerospace education by developing FAQ and Best Practices along with instructional materials; to be used by CAP Units.
- Promote and participate in growing membership in the AEM program at least 10% each year.
  - Develop communication channels to the current PCR AEM's
    - Assist as needed Wing Group and Units in the TOP Flight program
    - Be available to respond to FAQ or NHQ link questions regarding the AEM program
- Mentor or assist AEM's in the preparation and submission AFA Aerospace Educator Grant Application.
- Provide monthly report (due last working day of the month) to ORWG Director of Aerospace Education.

**Travel**

- This position may require travel within the six states of the Pacific Region and to National HQ activities. Transportation and room cost will be covered if there are funds in the Pacific Region Aerospace Education Budget.

**Required skills**

- Have at least a Senior Rating in AE - CAPP 215 program.
- Have at least a Technician Rating in the Cadet – CAPP 216 program
- Be familiar with CAP regulations in the 50, 76 and 280 series.
- Be familiar with all aerospace education material described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled "Aerospace Education Teaching Materials."
- Knowledge of Microsoft Office ( Word, Excel, PowerPoint)
- Knowledge of PREZI
- Adept at public speaking and can provide a professional presentation
- Adheres to the CAP Uniform standards as outlined in CAPR 39.3 and exhibit professional demeanor representative of CAP personnel.

**Desired skills**

- Educator background (district, administration, classroom, informal).
- Social Media, internet research and Web design experience.
- Have held or currently hold the position of Unit AEO
- Have previously held the position of Squadron Commander or DAE
- Have been a member of Civil Air Patrol for at least 3 years

Please submit your cover letter and resume electronically to Major Nick Ham

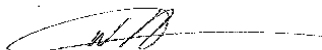
[CAPHAM@COMCAST.NET](mailto:CAPHAM@COMCAST.NET)

If you have a questions prior to your submission you may leave a message at 503-364-4599 and Major Ham will respond. (be sure to leave a call back number and your name)

This is an unpaid volunteer position.

APPLICATION CLOSING DATE 27 JUNE 2014

Respectfully,



Major Nick Ham  
Civil Air Patrol  
Pacific Region Deputy Chief of Staff Aerospace Education

Distribution:

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