

Army Auxiliary Activation Project, Inc.

State & Area Coordinator Application Instructions

Build the Future. Lead with Purpose.

Thank you for your interest in serving as a **State or Area Coordinator** for the Army Auxiliary Activation Project, Inc.

The Army Auxiliary Activation Project, Inc. is committed to building a **professional, well-managed national nonprofit organization** dedicated to promoting civil defense, community resilience, emergency preparedness, and service to our communities. While we are currently operating as a civilian nonprofit organization as we pursue our long-term legislative objectives, we believe that **the quality of any organization begins with the quality of its leadership.**

For that reason, we have adopted an application and selection process similar to those used by established nonprofit organizations, government agencies, and other professional volunteer organizations. Our objective is not simply to fill leadership positions but to identify individuals with the demonstrated ability to organize, lead, mentor, and manage volunteers across a large geographic area.

State and Area Coordinators are **senior leadership positions**. Individuals selected for these appointments will be responsible for developing and leading the organization within their assigned area of operations. Their responsibilities include recruiting members, establishing local detachments, mentoring future leaders, building relationships with government agencies and community organizations, and ensuring that the Army Auxiliary Activation Project, Inc. is represented professionally and ethically at all times.

Selection will be based primarily upon **demonstrated leadership ability, organizational management experience, professionalism, character, communication skills, and commitment to the mission—not military rank, years of service, academic degrees, or technical certifications alone.**

Applicants should possess **documented leadership and management experience**, preferably involving organizations of **50 or more personnel**, and be prepared to provide professional references capable of verifying that experience.

Minimum Qualifications

Applicants should demonstrate:

- Support for the mission, vision, and goals of the Army Auxiliary Activation Project.
- Proven leadership and supervisory experience.

- Strong written and verbal communication skills.
- Integrity, maturity, professionalism, and sound judgment.
- Organizational and administrative ability.
- Basic computer proficiency using Microsoft Office or Google Workspace, email, spreadsheets, Facebook, and video conferencing.
- The ability to recruit, organize, mentor, supervise, and retain volunteers.
- Willingness to conduct meetings, submit reports, and coordinate activities throughout their assigned area.
- Ability to build productive working relationships with emergency management agencies, civic organizations, veterans organizations, businesses, and community leaders.
- Commitment to representing the organization in a professional, nonpartisan manner.

Preferred qualifications include military service, emergency management, public safety, healthcare, amateur radio, CERT, nonprofit leadership, teaching, grant writing, fundraising, and public speaking. These qualifications are valuable, but they **supplement leadership experience—they do not replace it.**

Required Knowledge, Skills, and Abilities (KSAs)

Applicants must submit a separate written response to each of the following **Knowledge, Skills, and Abilities (KSAs)**. *Each response should be a minimum of two to three well-developed paragraphs* and should describe your experience using specific examples, measurable accomplishments, and tangible results.

Because we are building a **new nationwide organization**, the vast majority of applicants are unknown to us. We generally have no knowledge of your previous leadership experience, professional accomplishments, or the organizations in which you have served. Your KSA responses are therefore one of the primary tools we will use to evaluate your qualifications and determine your suitability for these important leadership positions.

Simply listing a position title or describing your job duties does not provide us with enough information to evaluate your qualifications. We are interested in **how effectively you performed in that leadership role**, not merely that you held the position.

For each KSA, explain **what challenges you faced, what actions you took, what decisions you made, and what results you achieved**. Whenever possible, quantify your accomplishments by including information such as the number of personnel you supervised, the size of the organization or budget you managed, programs you developed, organizational improvements you implemented, measurable growth you achieved, awards or recognition received, or other objective indicators of your leadership effectiveness.

Your KSA responses should enable the selection committee to understand not only **what positions you have held**, but **what kind of leader you have proven yourself to be and what you have accomplished while serving in those positions**. The more specific and detailed your

responses are, the better we will be able to assess your qualifications for leading the Army Auxiliary Activation Project within your assigned area of operations.

KSA 1 – Leadership and Organizational Management

Describe your experience organizing, leading, and managing organizations. Include the number of personnel supervised, the scope of your responsibilities, leadership positions held, and the measurable accomplishments achieved under your leadership.

KSA 2 – Strategic Planning and Organizational Development

Describe your experience developing strategic plans, establishing organizational goals, implementing organizational growth strategies, and building successful organizations or programs.

KSA 3 – Personnel Leadership and Volunteer Management

Describe your experience recruiting, mentoring, supervising, motivating, evaluating, and retaining employees or volunteers. Include examples demonstrating your leadership philosophy and ability to develop future leaders.

KSA 4 – Communication and Public Relations

Describe your experience conducting meetings, public speaking, preparing reports, representing organizations before government officials or community organizations, and communicating with diverse audiences.

KSA 5 – Community Partnership Development

Describe your experience establishing productive working relationships with government agencies, emergency management organizations, businesses, educational institutions, nonprofit organizations, veterans organizations, civic groups, or community leaders.

KSA 6 – Program and Project Management

Describe your experience planning, organizing, implementing, coordinating, and evaluating programs or projects. Include examples involving budgets, resources, timelines, or organizational performance.

KSA 7 – Emergency Management and Community Resilience

Describe your knowledge and experience related to emergency management, *civil defense*, homeland security, disaster preparedness, *community resilience*, CERT, public safety, or disaster response.

KSA 8 – Administrative and Organizational Skills

Describe your experience managing records, correspondence, reports, schedules, administrative functions, and utilizing modern office technologies to support organizational operations.

KSA 9 – Professional Judgment and Ethical Leadership

Provide examples demonstrating your integrity, professionalism, ethical decision-making, accountability, independent judgment, and ability to resolve organizational conflicts.

KSA 10 – Commitment to the Mission

Explain why you wish to serve as a State or Area Coordinator, your vision for developing the Army Auxiliary Activation Project within your assigned state or area, and your strategy for recruiting members, developing future leaders, and building a sustainable organization.

Application Package

Please submit the following:

1. Cover Letter (1–2 well-developed pages)

Your cover letter should explain:

- Why you are interested in serving.
- Why you believe you are qualified.

- Your leadership philosophy.
- Your vision for developing the Army Auxiliary Activation Project activities within your assigned state or area.

2. Professional Resume or Curriculum Vitae (CV)

Your resume or CV should clearly document:

- Leadership positions held.
- Organizations served.
- Approximate number of personnel supervised.
- Management responsibilities.
- Significant accomplishments.
- Military, civilian, nonprofit, volunteer, or public service experience.
- Education, licenses, certifications, and professional training.

3. Written KSA Responses

Prepare a **Microsoft Word document** containing separate responses to each of the ten KSAs listed above.

4. Professional References

Provide **three to five professional references** capable of verifying your leadership and management experience.

Include:

- Name
- Position or Title
- Organization
- Telephone Number
- Email Address
- Relationship to you

References should be individuals who have directly observed your leadership performance.

Submission Instructions

Email your complete application package to:

admin@ArmyAux.org

Your application package should include:

- Cover Letter (1–2 pages)
- Professional Resume or Curriculum Vitae (CV)
- Microsoft Word document containing responses to all ten KSAs
- Professional References

Please use the following subject line:

State/Area Coordinator Application – [Your Name] – [State]

Selection Process

Applications will be evaluated based upon:

- Demonstrated leadership ability
- Organizational management experience
- Communication skills
- Professionalism and integrity
- Character and ethical leadership
- Commitment to the mission
- Demonstrated ability to build and sustain successful volunteer organizations

Professional references may be contacted, and qualified applicants may be invited to participate in a structured interview with National Headquarters. Individuals selected for appointment may initially serve in a probationary status while demonstrating their ability to organize, recruit, and lead operations within their assigned area.

Nature of the Position

The position of **State or Area Coordinator** is a **volunteer, unpaid, appointed leadership position** within the Army Auxiliary Activation Project, Inc. Individuals selected for this role are not employees of the organization and will receive no salary, wages, financial or other forms compensation for their service.

State and Area Coordinators are **appointed by National Headquarters** based upon the needs of the organization and the applicant's demonstrated leadership ability, organizational management experience, professionalism, integrity, and commitment to the mission. These positions are **not elected** and are *not awarded based on military rank, years of service, technical certifications, or length of membership.*

Appointments are made because National Headquarters believes the applicant possesses the knowledge, experience, leadership ability, and character necessary to organize, develop, and lead the organization within their assigned area of operations.

Individuals appointed as State or Area Coordinators serve **at the pleasure of National Headquarters** and are expected to maintain the confidence of the organization's leadership through continued professionalism, ethical conduct, and satisfactory performance. National Headquarters reserves the right to appoint, reassign, or remove coordinators whenever it determines such action is in the best interests of the organization.

While these positions are uncompensated, they carry significant responsibility. State and Area Coordinators are expected to recruit and mentor volunteers, establish local detachments, develop future leaders, build partnerships within their communities, and represent the Army Auxiliary Activation Project, Inc. in a professional manner. As the organization grows, coordinators may ultimately be responsible for leading hundreds of volunteers across a large geographic region.

In addition to developing their assigned area, State and Area Coordinators are expected to actively support the organization's national legislative and public awareness efforts. This includes helping educate the public about the proposed Army Auxiliary, building relationships with elected officials and community leaders, and participating in appropriate efforts to generate interest and support among Members of Congress and other federal decision-makers. Coordinators should be prepared to serve as knowledgeable ambassadors for the organization by engaging professionally with congressional offices, federal agencies, veterans organizations, civic groups, and other stakeholders to advance the organization's mission and long-term objectives.

Those seeking appointment should do so with a commitment to servant leadership and a genuine desire to help build a professional national organization dedicated to civil defense, community resilience, and service to the American people.

Our Commitment

The Army Auxiliary Activation Project is building more than another volunteer organization—we are building the foundation for what we hope will become a nationally recognized organization dedicated to strengthening America's civil defense and community resilience.

Our members deserve competent, ethical, experienced leaders. By maintaining a rigorous and professional selection process, we ensure that those entrusted with leadership positions possess the experience, judgment, and commitment necessary to build an organization worthy of the mission we seek to accomplish.

We appreciate your interest and look forward to reviewing your application.