



Position: Acting Site Lead

Locations: Scott AFB, IL

Summary of Position

Kent, Campa and Kate Inc. (KCK) is a federal contracting company that provides professional services to government agencies. We are currently looking for retired veterans, family members of active duty/veterans, or qualified candidate to fill an **Acting Site Lead** supporting the Department of Veterans Affairs (VA) Transition Assistance Program (TAP).

Position Description

Provides thought leadership and subject matter expertise in management and technical areas such as training, logistics, policy, data management, and program controls. Executes moderate to complex projects to completion using a wide knowledge of concepts, practices, and procedures. Serve as a Master instructor delivering established curriculum, training tools, and ensuring course content and delivery methods follow established training objectives and identifying possible course material revisions based on instructor and/or participant feedback or suggestions.

Duties and Responsibilities

- Manages the operation and staff at their assigned Hub location
- Supports all activities within their assigned Hub and associated Spokes
- Coordinates all activities with the local DoD TAP manager or representatives
- Manages the local program schedule to ensure adequate qualified support for all activities
- Ensures all staff members are properly trained and certified, and appropriately on boarded prior to delivering any program support activities including Benefits I and II, Military Life Cycle (MLC), Capstone, Public Outreach, 1-on-1 and Career Technical Track Training (CTTT)
- Personally, deliver all forms of training and support including CTTT
- Primary onsite staff responsible for providing quality service to Servicemembers, Veterans and their families.

Required Qualifications

- Experience providing project activities such as training, logistics, policy, data management, and program controls.
- Providing and leading instruction delivering established curriculum, training tools, and ensuring course content and delivery methods follow established training objectives and identifying possible course material revisions based on instructor and/or participant feedback or suggestions.
- **Years of Relevant Experience:** 8+
Education: Bachelor's Degree + 4 years relevant experience
Certifications: No minimum

Additional Qualifications

- Experience in any branch of the military preferred
- Knowledge of the military environment preferred
- Favorable adjudication from the VA Security and Investigations Center (SIC)

Please upload resumes at KCK's website at www.kckforvets.com or email to earlgray@kckforvets.com For additional information email earlgray@kckforvets.com or call (703) 282-0767.