



# ERP Job Search Resources

The Army Community Service office is located in Hainerberg Housing Building 7790 Mississippi Strasse Wiesbaden 65189 Germany

This document provides a look at the many [job openings in and around the Wiesbaden military community](#) courtesy of Wiesbaden Army Community Service's Employment Readiness Program (ERP).

The [Employment Readiness Program](#) offers resume classes. Please contact ACS for more details.

The [resume class](#) provides participants the different types of resumes; show the sections of the resume and which type of resume is the best to use. Participants also learn how to use career library websites to gather information in order to create the ultimate resume.

The [USAJobs class](#) is designed to show participants the USAJobs.gov website and demonstrate, step-by-step, everything such as creating an account, interpreting job vacancies, the importance of KSAs and the questionnaire in order to create targeted resumes and start applying for jobs. Participants also learn how to use USAJobs to alert them of possible job prospects and monitor the progress of their application. Finally, participants learn how to use the occupational questionnaire from the USAJobs job announcement to structure their resume to increase the likelihood of a favorable review.

In addition to the aforementioned classes, ERP also offers mock interviews designed to reduce anxiety and build confidence for upcoming interviews. If you need any further assistance or wish to have your resume reviewed, please contact your ERP manager at: [earl.j.mcfarland.civ@mail.mil](mailto:earl.j.mcfarland.civ@mail.mil) or please call Army Community Service at DSN: 548-9201 or CIV: 0611-143-548-9201.

The [Army Volunteer Corps](#) plays a crucial role in both individual and community involvement and development. Army Volunteer Corps is designed to help you find local volunteering opportunities with organizations that benefit the Army community and allows you to obtain ongoing training and advancement. When you participate with AVC, you'll acquire new skills and/or expand old ones while you obtain work experience, which can be beneficial during your employment search. For more information regarding volunteering opportunities please contact your ACS Volunteer Coordinator.

# Employment Categories and Sites

\*The ACS computer lab is available to assist you in viewing these announcements and any other aspect of your job search. Please sign in at the front desk to use the computer lab Mon-Wed, Fri 8AM-5PM, Thurs 1PM-5PM.

## Federal AF/NAF Vacancies

Appropriated Funds (APF or AF) positions funded through Congress with tax dollars. Examples are General Schedule (GS), NSPS (YA, YB, YC) and Wage Grade (WG). Non-Appropriated Fund (NAF) jobs funded by the fees paid by the program's customers. Results found after clicking on the Federal Employees button (versus the US Citizens button.) Full vacancy descriptions for AF/NAF are found at <https://www.usajobs.gov>

- **Eligibility & Preferences**

Determine which employment category you fall under, if any. Remember, if your category are not listed under "Who may apply" in the announcement, you will not be considered for the position. The civilian personnel office representative will determine your eligibility. The most common categories for this area are Military Spouse Preference (MSP), Family Member Preference (FMP), D30 % Disabled Veteran (DAV) and various other Veteran eligibilities. More information can be found at: <http://cpol.army.mil/library/permis/6314.html> (military spouses) <https://msejobs.militaryonesource.mil/partner> <http://armycivilianservice.com/content/veterans> (veterans)

## Federal Local National Positions – non U.S. Citizens

The SOFA agreement requires that the Department of the Army recruit all of its non-U.S. citizen employees in strict accordance with the Host Nation labor laws. If you have a passport from any country other than the U.S., you would typically only be eligible through the vacancies listed on the Local National announcement board.

[https://portal.chra.army.mil/hr\\_public/?id=chra\\_article\\_page](https://portal.chra.army.mil/hr_public/?id=chra_article_page) HYPERLINK

"[https://portal.chra.army.mil/hr\\_public/?id=chra\\_article\\_page&sys\\_id=ec87858754a6a300d853ccb6c6f63fb1](https://portal.chra.army.mil/hr_public/?id=chra_article_page&sys_id=ec87858754a6a300d853ccb6c6f63fb1)"& HYPERLINK

"[https://portal.chra.army.mil/hr\\_public/?id=chra\\_article\\_page&sys\\_id=ec87858754a6a300d853ccb6c6f63fb1](https://portal.chra.army.mil/hr_public/?id=chra_article_page&sys_id=ec87858754a6a300d853ccb6c6f63fb1)"sys\_id=ec87858754a6a300d853ccb6c6f63fb1

## Home Based Businesses (HBBs)

HBBs allow Families to work from their Army quarters, developing rewarding careers that follow them through PCS's.

HBB owners must obtain approval from the garrison commander or senior commander. Get more information or register your HBB today by contacting your local ACS Employment Readiness Program Manager.

### **Additional places to apply**

**Army & Air Force Exchange Service (AAFES)** positions cover food service, Exchange (PX) and Express (Shoppette) positions. Available positions can be found at:  
<http://odin.aafes.com/employment/default.asp>

**Defense Commissary Agency (DeCA)** positions include jobs in the Commissary such as cashiers, deli workers and stockers. Available positions can be found at <http://www.usajobs.gov>.

**Department of Defense Dependents Schools (DoDDS)** positions are listed on however additional information can be found at  
<http://www.dodea.edu/Europe/offices/hr/vacancies.cfm>.

**U.S. Consulate - Frankfurt** positions are located at <http://employment.usembassy.de>. Full position descriptions can be requested at [employment-germany@state.gov](mailto:employment-germany@state.gov).

**USAREUR** is accepting resumes at [usarmy.wiesbaden.usareur.mbx.usareur-job@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.usareur-job@mail.mil) to add to their resume repository. Their goal is to match local military spouse talent to job positions as they become available.

# Military Spouse Employment Partnership

**Military Spouse Employment Partnership (MSEP)** is an initiative of the Department of Defense's **Spouse Education and Career Opportunities (SECO)** program that aims to help military spouses find jobs. The partnership includes more than 390 partners or military-friendly employers. Please use the references below in your search.

## SECO Resources

- <https://myseco.militaryonesource.mil/portal/>
  - Create a MYSECO account
    - Career Exploration
    - Education, Training and Licensing Resources
    - Employment Readiness
    - Career Connections
      - LinkedIn Premium for Military Spouses
  - 13 specialized Career Coaching Packages
  - My Career Advancement Scholarship Program (MyCAA)  
<https://myseco.militaryonesource.mil/portal/content/view/8611>
- Connect with SECO
  - **1-800-342-9647** [M-F 0700 to 2200 ET, Sat 1000-1700 ET]
  - Live Online chat <https://myseco.militaryonesource.mil/portal/>
  - SECO Facebook <https://facebook.com/DoDMilSpouse/?fref=nf>
  - SECO Twitter <https://twitter.com/DoDMilSpouse>
  - SECO Instagram <https://www.instagram.com/dodmilspouse>

## MSEP Resources

- MSEP LinkedIn Spouse Group: <https://linkedin.com/groups/4159976>
  - SECO hosts a monthly MSEP networking series discussion for military spouses to connect to MSEP employer human resources professionals and hiring managers. Join the MSEP LinkedIn group to participate.
- MSEP Employer Telework Opportunities: the latest MSEP partner list with potential telework opportunities
  - <https://myseco.militaryonesource.mil/Portal/Content/View/2795>

# Remote Work from Home Sources

**Freedom Learning Group, LLC** Freedom Learning Group, LLC (FLG) was founded on the unprecedented mission to provide career opportunities to underemployed Military Spouses, Veterans and their family members. Remote/Ability to work from home from anywhere in the world. Must have reliable internet access as the projects will be managed and coordinated via email and teleconference as needed. <https://www.freedomlearninggroup.com>

**SITEL** is one of the world's leading outsourcing providers of customer experience management. SITEL SAN ANGELO TO HIRE OVER 150 WORK AT HOME POSITIONS IN COMING WEEKS. All employees will have the opportunity to work from home and support some of SITEL Group's largest insurance and financial services clients. Interested applicants should visit [jobs.sitel.com](https://jobs.sitel.com) <https://jobs.sitel.com> and enter the keyword "San Angelo" to begin the application process. Interviews will be conducted by video conference.

**Lumen Learning** is a growing company that is using technology, learning design informed by data, and openly licensed content (OER) to enable unprecedented learning results and opportunities for all students. We are always looking for instructors, content authors, and others with expertise in various topic areas to help with this content creation process. This is flexible work that can be done from home, from anywhere in the world. The work can be either part-time or full-time, and is milestone-based rather than a fixed number of hours per week., You must have availability to meet once per week (US Pacific time zone). <https://lumenlearning.com/subject-matter-experts/>

**Sutherland:** As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining design-thinking insights and data-driven analytics. Want to help us support the world's biggest and best companies in finding fun and new ways to interact with their customers? Work from home while building your career!  
<https://jobs.sutherlandglobal.com/?lang=en>

# Current Available Employment Opportunities

## Current Federal AF/NAF Vacancies

**USAJOBS & Army Civilian Service:** Full vacancy descriptions for AF/NAF are found at:

<http://www.usajobs.gov>

\*Current listings for Wiesbaden, Germany (As of 7/22/2020) on USAjobs.gov

### Intelligence Specialist

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$102,663 (GG 13)

Permanent • Full-Time

Open 07/21/2020 to 07/30/2020

### Information Technology Project Manager (Network/System Analysis)

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$72,784 (GS 12)

Permanent • Full-Time

Open 07/21/2020 to 07/30/2020

### SUPERVISORY BUDGET ANALYST

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$78,681 (GS 13)

Permanent • Full-Time

Open 07/20/2020 to 07/29/2020

### Hotel Desk Clerk NF-01

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$9.85 (NF 1)

Permanent • 20 Hours. May work between 20-39 hours per week depending on hotel occupancy

Open 07/20/2020 to 08/03/2020

### Aviation Operations Manager

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$78,681 (GS 13)

Permanent • Full-Time

Open 07/17/2020 to 07/30/2020

### Registration Clerk (Vehicles) (Office Automation)

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$30,113 (GS 5)

Permanent • Full-Time

Open 07/17/2020 to 07/24/2020

### FOOD SERVICE WORKER LEADER

**U.S. Army Sustainment Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$16.30 (WL 2)

Permanent • Full-Time

Open 07/16/2020 to 07/27/2020

### Plans Specialist (CBRN)

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,167 (GS 12)

30 Sep 2022 • Full-Time

Open 07/15/2020 to 07/28/2020

### Defense Travel Administrator

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$55,204 (GS 11)

Permanent • Full Time

Open 07/15/2020 to 07/24/2020



### Plans and Contingency Exercises Specialist

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$78,681 (G 1S3)

Permanent • Full Time

Open 07/15/2020 to 07/24/2020

### Dental X-Ray Technician

**U.S. Army Medical Command**

**Department of the Army**

**Multiple Locations**

Starting at \$30,113 (GS 5)

Permanent • Full-Time

Open 02/04/2020 to 07/31/2020

### Foreign Service Regional Medical Officer/Psychiatrist (RMOP)

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$143,417 (FP 01)

Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board. • Full Time

Open 07/15/2020 to 08/04/2020

### Diplomatic Security: Foreign Service Security Technical Specialist (0856)

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$41,081 (FP 06)

Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board. • Full Time

Open 05/19/2020 to 08/18/2020

### Foreign Service Facility Manager

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$70,009 (FP 4)

Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board. • Full Time

Open 06/01/2020 to 08/31/2020

### Child and Youth Program Assistant CY01-02

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$11.51 (CY01)

Positions could be intermittent or permanent • Positions could be Flexible or Regular Part-Time

Open 06/23/2020 to 08/31/2020

Transportation Assistant (Inspection / Office Automation)

**U.S. Army Sustainment Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$37,301 (GS 7)

One Year • Full-Time

*Open 07/13/2020 to 08/21/2020*

Foreign Service Consular Fellow - Various Languages

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$40,514 (FP 06)

The appointment is for 60 months. • Full-Time

*Open 10/07/2019 to 09/30/2020*

Food Service Worker

**US Army Sustainment Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$14.84 (WG 2)

Permanent • Full Time

*Open 04/20/2020 to 09/30/2020*

Educational Aide (Kindergarten)/Educational Aide (Sure Start)

**Department of Defense Education Activity**

**Department of Defense**

**Multiple Locations**

Starting at \$26,915 (GS 4)

Temporary/Seasonal • Part Time

*Open 07/01/2020 to 12/31/2020*

Educational Aide (Special Education)

**Department of Defense Education Activity**

**Department of Defense**

**Multiple Locations**

Starting at \$29,915 (GS 4)

Temporary/Seasonal • Part Time

*Open 07/01/2020 to 12/31/2020*

Dental Assistant

**U.S. Army Medical Command**

**Department of the Army**

**Multiple Locations**

Starting at \$26,915 (GS 4-5)

Permanent • Full-Time

*Open 02/03/2020 to 12/31/2020*

### Store Worker

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$17.17 (WG 4)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Food Service Worker

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$14.42 (WG 2)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Sales Store Checker

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$23,976 (GS 3)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Teller

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$26,915 (GS 4)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Store Associate

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$26,915 (GS 4)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Commissary Support Clerk

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$26,915 (GS 4)

Permanent • Multiple Schedules

*Open 01/05/2020 to 12/31/2020*

### Public Notice for Scientific, Technical, Engineering, and Mathematics (STEM) Positions

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$51,367 (FV G-K)

Multiple Appointment Types • Full-Time

*Open 03/26/2020 to 03/25/2021*

### Public Notice for Scientific, Technical, Engineering, and Mathematics (STEM) Positions

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$61,977 (FV H-K)

Multiple Appointment Types • Full-Time

*Open 03/26/2020 to 03/25/2021*

### Public Notice for Authorized Cybersecurity Positions

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$61,977 (FV H-K)

Multiple Appointment Types • Full-Time

*Open 03/26/2020 to 03/25/2021*

### Public Notice for Scientific, Technical, Engineering, and Mathematics (STEM) Positions

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$52,222 (FV G)

Multiple Appointment Types • Full-Time

*Open 03/26/2020 to 03/25/2021*

### Public Notice for Authorized Cybersecurity Positions

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$52,222 (FV G)

Multiple Appointment Types • Full-Time

*Open 03/26/2020 to 03/25/2021*

## Current US Consulate-Frankfurt Opportunities

<https://de.usembassy.gov/jobs/> If interested in the below positions please consult definitions list on the above listed website to aid in determining eligibility.

\*Current listings for Frankfurt, Germany (As of 7/22/2020)

**\*\*No current listings\*\***



## Current AAFES Job Vacancies

Select Mainz Kastel, Sembach, & Wiesbaden for the positions in the vicinity. For full information on positions

Including application directions/submission: <https://odin.aafes.com/employment/default.asp>

\*Current listings for Wiesbaden, Germany (As of 07/15/2020)

The Exchange is always looking to fill the below positions:

- Customer Experience Associate - (Various positions at the Hainerberg Main Store, Hainerberg Express Gas Station, Clay Troop Store or Clay MCSS)
- Food Service Worker - (Various positions at Hainerberg or Clay Kaserne, or School Meal Program)

## Current Contract Positions and Opportunities

\*Current listings (As of 7/15/2020)

**French Consulting:** Did you know French Consulting has the unique ability to hire both under the U.S. and German economy? We provide career opportunities for Local Nationals, Ordinary Residents, E.U. Citizens, U.S. citizens with or

Without SOFA status, dual-citizens, and retired U.S. Military personnel and/or civilians [jobs@consult-bfrench.com](mailto:jobs@consult-bfrench.com)

### – We're currently hiring for – Wiesbaden

- Housing Referral Specialist FT
- ACS Front Desk Services FT
- Spouse Sponsorship Coordinator FT

**General Dynamics:** As a trusted systems integrator for more than 50 years, General Dynamics Information Technology provides information technology (IT), systems engineering, professional services and simulation and training to customers in the defense, federal civilian government, health, homeland security, intelligence, state and local government and commercial sectors.

<https://www.gdit.com/careers/>



# GENERAL DYNAMICS

## Information Technology

Accepting applications for numerous positions in Wiesbaden, Germany, to include:

\*19 total Current listings (As of 7/15/2020)

- Systems Administrator (various)
- Deputy Site Lead
- VOIP Engineer
- Wireless Network Engineer
- Systems Engineer (various)
- Server Administrator (various)
- Knowledge Management Engineer
- Network Administrator

**SOSI** is the largest private, family-owned and operated technology and services integrator in the aerospace, defense, and government services industry. Whether you have decades of work experience or are entering the workforce for the first time, SOSi is always looking for great people who embrace our values and are up for the challenge. <http://www.sosi.com>

Currently accepting applications for numerous positions in Wiesbaden, Germany, to include:

\*Current (As of 7/15/2020)

- Personal Security Specialist
- Lead Network Engineer
- Cybersecurity A&A Lead
- Open Source (OSINT) Analyst (Russian)
- Intelligence Planner
- Systems Engineer, Lead
- Software Developer, Lead
- Counterterrorism/Law Enforcement Analyst and Database Admin
- Frequency Management, Lead
- Enterprise Architecture, Lead
- Digital Forensic Scientist

## Additional Opportunities

\*Current listings (As of 7/15/2020)

**Lumen** is hiring remote (world-wide) full or part time remote Subject Matter Experts in the following areas:

- Accounting
- Public Speaking
- Abnormal Psychology
- Chemistry
- Biology
- Marketing
- English Composition
- Calculus
- College Algebra
- Developmental Math
- Intermediate Algebra
- Statistics
- <https://lumenlearning.com/subject-matter-experts/>

**Sutherland** is hiring the following work from home positions:

- Associate - Customer Service Consultant – Chat (Medical Coder)  
<https://jobs.sutherlandglobal.com/ShowJob/Id/2327159/Associate-Customer-Service-Consultant-Chat/?lang=en>
- Associate - Medical Coding (Medical Coding)  
<https://jobs.sutherlandglobal.com/ShowJob/Id/2316200/Associate-Medical-Coding/?lang=en>





**Proximity Learning Inc.** is seeking virtual English, Spanish, science and math teachers. We pair our Teachers with local school districts in over 20 states to provide live instruction to their students. All of our positions are 100% remote. Our teachers must have a valid teaching license in at least one US state, have a US bank account, and a US address (teachers overseas are welcomed to apply as long as they meet the above criteria). We offer a wide array of classes and flexible schedules to our teachers (full day and half day roles). Our teachers are paid based on the number of classes they teach.

The positions are open to state licensed teachers worldwide. Interested teachers can apply at: <https://proxlearn.tedk12.com/hire/index.aspx> or email Mr. John Rollack at [rollack@proxlearn.com](mailto:rollack@proxlearn.com)



**Colorado State University Global (CSU Global)** has an immediate to hire for the following 100% remote opportunities. Visit: <https://staff-csuglobal.icims.com/jobs/search?ss=1>  
HYPERLINK "<https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318>"&  
HYPERLINK "<https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318>"hashed=-  
[435597318](https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318) to view opportunities and apply. The following remote positions are currently available:

1. **Part-Time Financial Aid Generalist**
2. **Part-Time Student Accounts Generalist**
3. **Part-Time Instructional Designer**
4. **Strategic B2B Sales Executive**

## **L & L FACILITIES**

German contractor of the Wiesbaden Military Housing seeks for 3 Part Time Housing Inspectors for our team.

We perform assignments, preterminations and terminations inspections for On Post Housing (Newman, Clay, Hainerberg, Crestview and Aukamm).

Must be under SOFA status, being a DOD/Military Card holder and have reliable transportation to go from one inspection to the other.

Candidates must enjoy contact with people; have good customer service skills, good communication, and ability to work under pressure, attentive to details and self-confident.

Training will be provided

Our schedule is from 7:30 to 16:00, from Monday to Friday and have Official American and German Holidays Off.

Please submit your resume to [livroc@yahoo.com](mailto:livroc@yahoo.com)

Career Opportunities.

Join the team at Community Bank.



## Banking Center Service Specialist/Trainee

<b>Location:</b>	Wiesbaden-Hainerberg Shopping Center
<b>Starting Date:</b>	A.S.A.P.
<b>Working Hours:</b>	Part-Time, Monday – Saturday with flexible working schedule (max. 5 days per week)
<b>Compensation:</b>	Competitive Salary + Benefits (i.e. <i>Tuition Reimbursement Program</i> )
<b>Brief Job Description:</b>	<ul style="list-style-type: none"><li>• Banking Experience Desired but not Mandatory</li><li>• Cash Handling and Customer Service Experience required</li><li>• Performing of <i>Teller and Customer Service</i> Activities typical in a Banking Environment</li></ul>

For further information, please contact **Ms. Suzana Lorenz**, Banking Center Manager or call her at 0611-977 8012 (DSN: 546-1898).

Apply Now! Interested candidates eligible for employment should submit their resume to:

**Bank of America, N.A.**  
Attn. Ms. Suzana Lorenz, Banking Center Manager  
Hainerberg PX • Texas Strasse, Building 7850 • 65189 Wiesbaden  
Unit 29643 • APO AE 09096

### Equal Employment Opportunity and Affirmative Action Statement

Bank of America and its affiliates consider for employment and hire qualified candidates without regard to race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates.



**Center Operations Specialist**

\$12.02 per hour

32 Hours per week, 1-2 Saturdays per Month, Selected Federal Holidays

Will be working in multiple centers each week, so reliable transportation is a must

Center Hours are: Clay M-F 0830-1630 Exchange M-S 1100-1900 Cottage M-F 1000-1800

Must like to have fun, Be able to engage with customers on a daily basis

Expert with social media platforms: Facebook and Instagram

Must be over 18, U.S. Citizen, no German work permit in passport

To apply go to: Caution-<https://www.uso.org/careers> and click on "Job Openings". All applications MUST go through this website. No hard resumes accepted.