



**ROCKY MOUNTAIN REGION**  
**STAFF VACANCY**  
***ASSISTANT INTERNAL AEROSPACE EDUCATION OFFICER***  
**Application deadline: Open Until Filled**

**SUMMARY:** Rocky Mountain Region seeks motivated, dynamic, and experienced member to serve as the Region Assistant Internal Aerospace Education Officer.

**REPORTS TO:** RMR Internal Aerospace Education Officer

**FUNCTION:** Assists the RMR Internal AEO in planning events and programs along with providing Region level support to the Wing DAEs and Wing Internal AEOs with reporting, material support, and in person

**RESPONSIBILITIES INCLUDE (but are not limited to):**

- **Position is additional duty (ADY) to RMR-001 and will not transfer from current unit**
- Supporting and assisting the Wing level Directors of Aerospace Education and/or their Internal AEOs in the implementation of aerospace education programs and policies
- Assisting the Internal AEO with planning and preparation for the annual RMR AE conference
- Processing annual Plans of Action and Activity Reports
- Supervising AE social media outlets to engage the CAP member community
- Tracking program data (Orientation and TOP flights, AEPSM statistics, AEO training) for projecting and improving future Region programs

**MINIMUM REQUIREMENTS FOR POSITION:**

- o Level II completed
- o Yeager Award complete
- o Technician rated in Aerospace Education track (may be waived if professional educator)
- o General Emergency Services (101 card) holder with IS 100 and 200

**IDEAL CANDIDATE WILL POSESS (optional):**

- o Experience as an educator; military, civilian, and CAP AEO experience will count
- o Mission Pilot, Observer, or Aircrew experience (CAP); military or civilian aircrew experience
- o 1st Lieutenant, Technical Flight Officer, or Technical Sergeant or higher

**TERM:** Two years initial term

**EXPECTATIONS:** Expect five to fifteen hours per week (varies), remote. Attendance at RMR AE conference will be required. Expect about 10% travel to support Wing events in person.

**APPLICATIONS:** Members interested in being considered for Aerospace Education staff openings are asked to submit an application to Lt Col Jeff Rogers, RMR Deputy Chief of Staff for AE, at [jrogers@cap.gov](mailto:jrogers@cap.gov) or online at: [RMR AE Staff application](#).