



Full-Time National Guard Duty

Vacancy Announcement

Open: 6 OCT 2026

Close: 19 OCT 2026

FTNGD 27-02

*Applications are now being accepted for the following Full-Time National Guard Duty (FTNGD) tour under the provisions of Section 502(f), Title 32, United States Code.
Questions may be directed to the NDARNG Staffing NCO at (701) 791-3700 or DSN 791-3700.*

Position Title	Marketing Assistant
Maximum Grade	E6
MOS	Immaterial
Unit	NDARNG RRB
Duty Location	Bismarck, ND
Selecting Supervisor	CSM Brady Lyson, RRB CSM

Area of Consideration

This position is open to current members of the North Dakota Army National Guard (NDARNG) in the grades E3 and E6 that reside within the commuting distance of the duty location.

Eligibility Criteria

Applicants must meet the following eligibility criteria prior to applying:

- Be a member of the NDARNG
- Have a passing Waist to Height Ratio (WtHR) within 6 months
- Have a passing AFT within 6 months
- Have completed a PHA within 12 months
- Have completed a HIV test within 24 months
- Must not be flagged

MOS Requirements

There are no MOS requirements, the selected Soldier will maintain their MOS in their traditional unit while serving in an immaterial position in RRB.

Duties and Responsibilities

- Assist the marketing team with planning and preparing recruiting events, career fairs, community engagements, and other outreach activities.
- Help organize event materials, displays, promotional items, schedules, checklists, and follow-up actions.



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- Create basic graphics, flyers, social media posts, posters, digital advertisements, and other promotional materials using approved templates and branding guidance.
- Capture and edit photos and short videos at events, interviews, and community activities using cameras, mobile devices, and basic audio or lighting equipment.
- Help develop engaging content for approved social media platforms, including photos, videos, graphics, captions, and event announcements.
- Assist with scheduling and publishing approved social media content in alignment with established content calendars and guidance.
- Use Adobe Creative Cloud programs—such as Photoshop, Illustrator, InDesign, and Premiere Pro—or similar tools to create and update marketing materials. (Familiarity preferred; willingness to learn encouraged.)
- Use iOS devices and common mobile applications to capture, organize, edit, and share approved photos and video content.
- Assist with maintaining an organized library of photos, videos, graphics, templates, event materials, and digital files.
- Help research local audiences, community events, media opportunities, and marketing trends to support recruiting and outreach efforts.
- Collect basic information from marketing events and digital campaigns (attendance, engagement, feedback, content performance) to help improve future efforts.
- Support the review and preparation of marketing requests from recruiting personnel and supported organizations.
- Help maintain marketing equipment, promotional-item inventory, display materials, and event supplies.
- Collaborate with marketing personnel, recruiters, and community partners to provide timely, professional support for outreach and engagement activities.
- Perform other related marketing, communications, and administrative duties as assigned.

Application Requirements

Applications will be screened for eligibility and considered for selection as they are received up until 1600 on the closing date listed above. Selections and start dates will be coordinated between the selecting supervisor and the applicant as funding is available.

Email applications to ng.nd.ndarng.list.j1-agrm@army.mil

Subject line: Announcement Number Applicant's Name (FTNGD 27-0x First Name Last Name)



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The following documents are required for an application to be accepted:

1. DA Form 1058: This form must be filled out and signed by the applicant, the applicant's Commander and a member of the applicant's Full Time Unit Staff (FTUS).
2. FTNGD-OS Initial Counseling Form: This form must be signed by the applicant and a FTUS member as the counselor.

Additional Information

Soldiers must maintain affiliation with their unit and will continue to attend IDT and AT periods with their unit of assignment. To meet the funding and fiscal responsibilities the FTNGD will take precedence to ensure the mission is completed; however, IDT and AT attendance must also be accomplished. Conflicts between IDT attendance and the FTNGD missions will be coordinated with the Unit Commander and the Program Manager.

Interested service members must meet the Recruiting and Training Cadre Suitability Screening requirements (See Army Directive 2018-16 & SMOM 21-007). Screening will be completed upon selection.

The NDARNG is an Equal Opportunity (EO) employer. All qualified applicants will receive consideration for this position regardless of race, color, religion, age, national origin, sex, political affiliation, or marital status. For EO questions, contact the NDNG EO representative at (701) 791-3668.