GD RESOURCES LLC

Command Historian and Coordination Support Specialist

Location: Building 1, Perez Hall, JBER / Fort Richardson, Alaska
Position: Part-time, onsite; 0.5 full-time equivalent
Schedule: Approximately 20 hours per week; exact schedule to be confirmed
Anticipated contract period: November 2, 2026 - November 1, 2027, with a potential one-year extension
Security: Secret clearance required or ability to obtain one within 60 days of contract implementation
Hiring is contingent upon contract award.

Position overview

GD Resources LLC seeks an experienced military historian to support the 11th Airborne Division through historical research, archival management, education, official visit coordination, and command reporting. The successful candidate will bring extensive knowledge of the 11th Airborne Division and/or United States Army Alaska (USARAK), strong writing and briefing skills, and experience working with Alaska-based organizations.

Key responsibilities

- Research and archives: Organize and catalogue historical documents and artifacts, including records dating to Fort Richardson's establishment after 1947. Develop a digital inventory within 90 days, establish a sustainable intake and preservation process, and create historical displays within 180 days of award.

- Historical education: Develop classroom and virtual leader professional development material on military history and cold-weather operations. Deliver monthly 3-5-minute historical vignettes with PowerPoint support, beginning within 60 days of award. Collaborate with veterans' organizations and conduct oral history interviews.

- VIP and exercise support: Assist the Commander's Initiative Group, Joint Visitor Bureau, and Protocol Office with up to three congressional/staff delegation visits and two other VIP visits. Support the February 2027 JPMRC exercise, participate in eight one-hour planning events, prepare up to eight visit briefing slides, and coordinate agendas and after-action reports.

- Installation coordination: Support reviews and proposed changes to the JBER Memorandum of Agreement and its 32 annexes. Coordinate with Division staff and 673d Air Base Wing counterparts; prepare slides, supporting material, and leadership briefs for semiannual Intermediate Command Summits.

- Unit history reporting: Gather subordinate-unit records and draft the annual Division history report at least 30 days before the I Corps submission deadline. Draft a historical reporting SOP within 120 days and prepare a closeout review with process improvements.

Required qualifications

- Extensive knowledge and experience related to the 11th Airborne Division and/or USARAK.

- Experience coordinating with military components and federal, state, municipal, tribal, university, or nongovernmental organizations in Alaska.

- Strong knowledge of military history, particularly Alaska and operations in high-latitude or extreme-weather environments.

- Demonstrated ability to research and analyze historical information, organize archival materials, prepare reports, and develop educational content.

- Excellent written and verbal communication, presentation, coordination, and deadline-management skills; ability to prepare professional PowerPoint briefings.

- Ability to work onsite at JBER, satisfy installation and network access requirements, and hold or obtain a Secret clearance within the required timeframe.

Preferred qualifications

- Active Secret clearance and direct experience supporting the 11th Airborne Division, USARAK, or an Alaska military command.

- Experience with Army unit history reports, command staff support, congressional or senior-leader visits, oral history, exhibits, or digital archives.

- Relevant education in history, military history, archival studies, museum studies, public administration, or a related field. A specific degree is not stated as a mandatory contract requirement.

Work environment and required training

The primary worksite is Perez Hall at JBER / Fort Richardson. The Government provides workspace and a government computer, with network access subject to required approvals. The work also concerns Fort Wainwright and the Northern Warfare Training Area; any travel requirements remain to be confirmed.

Required training includes Cyber Awareness and an IT User Agreement before network access; iWatch within 10 days of starting work; Antiterrorism Level I within 30 days; and OPSEC awareness within 30 days and annually thereafter. Personnel must safeguard sensitive information and comply with installation security rules.

How to apply

Submit your resume, desired hourly compensation, availability, and a short summary of your military history, 11th Airborne Division / USARAK, and Alaska coordination experience to the GD Resources LLC representative sharing this posting. Indicate your clearance status and ability to work onsite. Unclassified writing or presentation samples are welcome. Do not submit classified or sensitive materials.

Equal opportunity employer

GD Resources LLC provides equal employment opportunities to qualified applicants without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or other status protected by applicable law. Reasonable accommodations are available during the application process.