

Job Description

Junior Analyst



PARTNER FORCES

POSITION TITLE: Junior Analyst

STATUS: Full-Time

LOCATION: Arlington, VA

Partner Forces, LLC., is seeking a Junior Analyst to support a Federal client that is charged with building critical infrastructure stakeholder capacity, security, and resilience. This position supports functions related to voluntary stakeholder partnership programs and activities.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Support client through effective task management, research and analysis, and product development.
- Utilize technical writing and editing skills to develop documents and ensure comprehensive quality assurance.
- Support operational activities that improve client capabilities to develop, deliver, measure, and report on products and efforts that improve critical infrastructure security and resilience.
- Provide research and planning for the development, coordination, and implementation of Division policy/ processes. Design supporting documentation, such as Standard Operating Procedures and briefing materials.
- Assist with knowledge management efforts for the Division; maintain historical information through a properly maintained administrative records system.
- Independently research and resolve, or offer solutions to unusual problems in performing a variety of duties.
- Keep informed of the mission, organizational structure, key personnel, current activities, status of current projects, and any issues affecting the organization.
- Establish and maintain effective working relationships with internal and external stakeholders.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS suitability required; current preferred
- BA/BS or MA/MS degree required
- 0 to 3 years of relevant professional experience required
- Exceptional communication (verbal and written) and presentation skills
- Excellent analytical, organizational, and time management skills
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook
- Ability to demonstrate sound judgment and decision-making skills with clients and colleagues

THE COMPANY

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to recruiting@partnerforces.com.

Partner Forces, LLC. is an Affirmative Action/Equal Opportunity employer. We prohibit discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary, and discharge practices, or any other aspect of employment, on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy, or veteran status. All Partner Forces positions require U.S. citizenship and security clearance eligibility.