

## Job Description *Program Analyst*



PARTNER FORCES

**POSITION TITLE:** Program Analyst

**STATUS:** Full Time

**LOCATION:** Arlington, VA

Partner Forces, LLC. is seeking a Program Analyst to support a Department of Homeland Security client focused on the cybersecurity mission. The candidate will provide programmatic and advisory support to a senior government program leader. Duties include, but are not limited to, research, policy analysis, strategic planning and writing, outreach and coordination, and resource development.

### **CORE REQUIREMENTS & ESSENTIAL DUTIES**

- Support or lead business, management, functional, technical, professional and policy projects.
- Identify issues; conduct analysis and assessment of issues; and provide advice to program leader(s).
- Gather, analyze, compose, and/or edit technical documentation and briefings for program leader(s).
- Organize meetings; develop materials such as agendas and talking points; attend or preside over meetings, as needed; capture action items and monitor progress.
- Track and measure progress of program priorities, initiatives, and activities by creating and implementing appropriate data collection, reporting, and/or recordkeeping processes.
- Coordinate projects and deconflict priorities to ensure client goals are met.
- Establish and maintain effective working relationships with internal and external personnel.
- Keep informed of the mission, organizational structure, current activities and projects, and any issues affecting the organization.
- Perform other work-related duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS or MA/MS degree required
- 7+ years of relevant professional experience required
- Exceptional verbal and written communication skills
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook

### **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](mailto:recruiting@partnerforces.com).