

Job Description

Subject Matter Expert



PARTNER FORCES

POSITION TITLE: Subject Matter Expert

STATUS: Part-Time

LOCATION: Washington, DC

Partner Forces, LLC., is seeking Subject Matter Experts to support a Department of State client. The candidates will provide strategic advisory services related to arms control verification and monitoring. Partner Forces is seeking part-time (1099) support for this contract.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Conduct targeted open source research and interviews with key government officials.
- Develop assessment methodology and project plan.
- Analyze findings and develop draft recommendations for either modifying an existing framework or creating a new framework.
- Create and deliver reports and presentations for executive client leadership.
- Possess knowledge of and experience in arms control verification and monitoring.

MINIMUM QUALIFICATIONS

- Current Top-Secret Clearance
- BA/BS
- 15+ years of relevant professional experience in arms control verification and monitoring
- Exceptional verbal and written communication skills
- Ability to multi-task and excel in a team environment
- 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.