

Job Description *Analyst, Consultant*



PARTNER FORCES

POSITION TITLE: Analyst, Consultant

STATUS: Full Time

LOCATION: Arlington, VA

Partner Forces, LLC., is seeking several Analysts and Consultants to support Federal clients with cybersecurity policy and procedure development, program management, and communications.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Manage, coordinate, and provide support and advise leadership on developing cybersecurity-related policies, procedures, and creating operations-focused strategies.
- Gather, analyze, compose, and/or edit technical documentation and briefings for program leader(s).
- Conduct research, analyze findings, and write/format reports.
- Support programmatic and operational activities that improve client capabilities to develop, deliver, measure, and report on products, processes, or efforts.
- Organize meetings; develop materials such as agendas and talking points; attend or preside over meetings, as needed; capture action items and monitor progress.
- Independently research and resolve or offer solutions to unusual problems in performing a variety of duties related to special projects.
- Stay informed of the mission, organizational structure, key personnel, current activities, status of current 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
- 3-12 years of relevant professional experience
- IT or cybersecurity policy related experience preferred
- 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.