

Job Description

Program Analyst



PARTNER FORCES

POSITION TITLE: Program Analyst

STATUS: Full Time

LOCATION: Washington, DC

Partner Forces, LLC., is seeking a Program Analyst to support a Department of Homeland Security client. The Program Analyst will provide a variety of strategic communications services and administrative coordination to help enhance the security of the nation's critical infrastructure.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Conduct stakeholder outreach and manage extensive federal interagency coordination and communications.
- Facilitate interagency sub-committees and working groups, track action items, and coordinate comments and review of draft documentation.
- Possess technical writing expertise to synthesize complex concepts around the convergence of physical security and cybersecurity as well as access control and counter Unmanned Aircraft Systems.
- Have existing knowledge of the cyber-physical risk environment as it relates to the Department of Homeland Security's priorities.
- Proficient in organizing research material for initial drafts of assigned portions of standards, policies, and best practice guides.
- Coordinate stakeholder meetings and related projects and de-conflict priorities to ensure client goals are met and project requirements are accomplished.
- Assist the client in tracking, coordinating, and submitting official taskings through the CISA Action Task Tracking system.
- Conduct organizational process improvement studies and prepare standard operating procedures to assist management in operating more efficiently and effectively.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS
- 3-5 years of relevant professional experience
- 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, Outlook, and MS Teams

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.