

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 to enhance the security of the nation's critical infrastructure.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Conduct stakeholder outreach and manage interagency as well as private sector coordination.
- Facilitate conferences, identify meeting spaces (virtual/in person) and develop conference materials.
- Develop strategic roadmaps to help implement the mission, goals, and objectives.
- Have existing knowledge of the cyber risk environment as it relates to the Department of Homeland Security's priorities.
- Coordinate stakeholder meetings and related projects and de-conflict priorities to ensure client goals are met and the project requirements are accomplished.
- Assist the client in accomplishing daily requirements to ensure efficient task completion.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS
- 6-8 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, 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.