

Job Description

Analyst, Consultant



PARTNER FORCES

POSITION TITLE: Analyst, Consultant, *Clearances Required*

STATUS: Full Time

LOCATION: Arlington, VA

Partner Forces, LLC., is seeking several Analysts/Consultants to support Federal cybersecurity clients with operational planning, stakeholder communications, and business process improvement. *Many positions require a Secret or Top-Secret clearance.*

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Provide professional support services to program leaders, such as preparing correspondence and briefing materials and coordinating information requests and task management efforts.
- Gather, analyze, compose, and/or edit technical documentation and briefings for program leader(s).
- Identify gaps and recommend business process improvement activities.
- Support programmatic and operational activities that improve client capabilities to develop, deliver, measure, and report on products, processes, or efforts. Support the development of cybersecurity doctrine and operational planning for cyber resilience.
- 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.
- Keep 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; *Secret or Top-Secret clearance required for some positions*
- BA/BS
- 2-10 years of relevant professional experience
- Experience collaborating with interagency partners and/or cybersecurity is a plus
- 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.