

# Job Description

## *Junior Administrative Analyst*



PARTNER FORCES

**POSITION TITLE:** Junior Administrative Analyst

**STATUS:** Full-Time

**LOCATION:** Arlington, VA

**SALARY RANGE:** \$40,000-45,000

Partner Forces, LLC., is seeking a Junior Administrative Analyst to support a Federal Homeland Security client that is charged with building critical infrastructure stakeholder capacity, security, and resilience. This position supports complex functions related to administrative support to the organization and varying levels of Federal leadership.

### **CORE REQUIREMENTS & ESSENTIAL DUTIES**

- Develop taskings, briefings, reports, fact sheets, talking points, templates, communications, and outreach government.
- Prepare and finalize reports to include high-level briefing materials, spreadsheets, and other materials for distribution within DHS and external to DHS.
- Review work products, requiring a high degree of familiarity with relevant policies, programs, and standards; identifying issues and opportunities for improvement to all levels of leadership.
- Manage internal and external communications to include speaker requests and associated clearance processes, development of charts, memorandum, reports, letters and taskings, reviewing briefings and presentations, and coordinating participation of senior executives at major events.
- Develop meeting reports and status cards, update phone rosters and emergency contact information.
- Operate daily correspondence management system to track and monitor all internal and external tasks.

### **MINIMUM QUALIFICATIONS**

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS degree required
- 0-2 years of relevant professional experience required
- Exceptional verbal and written communication skills
- 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](mailto:recruiting@partnerforces.com).