

Project Analyst and Action Officer

- Lead executive assistant support to Front Office in a government nonproliferation program (about 50% of the position):
 - Drafting senior-level briefings and talking points
 - Research assistance
 - Liaising with other federal staff
 - Providing training content and organizing training events
 - Action officer tasks
 - Front Office and Congressional responses
 - Strategic Planning
 - Meeting record-keeper
- Program-level tasks (about 50% of position)
 - Lessons Learned POC
 - Communications System Working Group Lead Project Support
 - Response and Regulation Working Group Lead Project Support
 - Participation in Metrics Working Group and Technical Exchange Teleconference
 - Analyze Help Desk/maintenance deliverables for information sharing with implementation contractors and other external audiences
 - Assistance in Assurance Visit process improvement group
 - Backup for Culmen's Project Manager