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A Science & Engineering Consultancy

Job Title: Strategic Communications / Projects Control Specialist for NNSA Defense Programs

Location: Washington, D.C.

Position Type: Full-Time

Position Description

- Provides program management and technical support to the National Nuclear Security Administration's ("NNSA") Office of Defense Programs (NA-10) and is responsible for a variety of internal and external communications.
- Provides strategic advice to the Executive Director, NA-10 and the Principal Assistant Deputy Administrators for Defense Programs and Military Applications on messaging structure and process improvements to facilitate communications across a variety of high-level channels.
- Manages/tracks the status of all Defense Program ("DP") communications and monitors intra and interagency coordination.
- Gathers, analyzes and presents critical information to functional managers, SMEs and senior principals within DP through the development, analysis and editing, and control of a wide variety of written materials, *e.g.*, Nuclear Weapons Council ("NWC") deliverables, press releases and congressionally-mandated reports.
- Researches and analyzes pertinent laws, regulations, policies, and programs to develop and propose effective and organizationally representative statements for senior leadership approval, including mandatory NWC reports to the President of the United States and Congress.
- Develops and maintains a database of NA-10, NNSA and NWC-related precedent documents, *e.g.*, issue papers and correspondence reflecting technical policy positions, and streamlines future taskings.
- Reviews and analyzes all incoming NA-10 correspondence and determines appropriate stakeholders.
- Assists with the development of background materials for testimony, meetings, conferences, and NWC-related proceedings.
- Ensures that correspondence complies with directives, procedures and policies and makes change recommendations.





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- Prepares all correspondence for review/signature of the DADP, PADAMA, Principal Deputy Assistant for Defense Programs, Executive Director, and NWC Action Officer.
- Serves as lead for coordination of all NWC reporting efforts, *e.g.*, technical report writing, configuration management/control and distribution.
- Manages and controls all NWC website activities.

Required Knowledge and Experience

- Active DOE “Q” security clearance or an active transferable DOD “TS” security clearance.
- 8-10 years’ related experience working at or with the DOE, NNSA and/or DOD.
- Extensive experience with the mission, organization and work processes of the Office of Defense Programs.
- Extensive experience with Microsoft Office suite of applications.
- Ability to interpret and implement IT policies and procedures.
- Ability to communicate clearly and effectively across a variety of media.
- Ability to work independently.

Preferred Experience

- Extensive knowledge of the NWC and its processes.
- Office management experience.
- Bachelor’s degree in a related field, *e.g.*, Communications.

About TechSource, Inc.

TechSource is a nationally recognized engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 600 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource’s outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

