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Corporate Communications

Position ID: 2017 – M – 403

Position Location: Washington Metro Area

Duration of Position: Full-Time

Security Clearance: TS/SCI Clearance REQUIRED

(Active SCI within 2 years; SSBI current within 5 years)

Need Date: Immediate

Intelligence Consulting Enterprise Solutions, INC. is looking for a **Corporate Communications Specialist**.

Description:

Develop and implement internal and external communications. Proactively identify and implement marketing strategies. Based on awareness and understanding of NGA mission and operations tempo, identify and reach out to potential users and user groups. Analyze customer needs; make appropriate recommendations for message/information development, communication method selection, and timing of messages. Tailor messages by target audience. Research, write, edit, and publish communications products (e.g., print, web, electronic, briefings). Provide direction to graphic designers, briefing developers, photographers, illustrators and other required staff. Prepare material for publication and other media both internally and externally. Manage and monitor production schedules. Develop new communication methods to reach target audiences. Support NGA senior leaders by writing speeches, talking points, video scripts, briefings, and other communications products (e.g., emails, articles).

Required Qualifications:

- Bachelor's Degree or equivalent experience within related field.
- 11-14 years of experience in a related in field
- TS/SCI Clearance (with current SSBI favorably adjudicated within the last 5 years)
- Proficient with PC computer platforms and Microsoft Office Suite.
- Strong communication (oral and written), interpersonal and customer service skills.
- Experience Providing strategic communications support, speechwriting or technical writing.
- Must have strong data gathering and analytical skills.
- Experience with providing executive level support.
- Leads task team's efforts.

Desired Qualifications:

- Graduate Degree or equivalent experience within related field.
- Knowledge of issues facing the Intelligence Community, and the Department of Defense.
- Knowledge of functions, products and technologies.
- Demonstrated working knowledge of the NGA organization, leadership, programs, systems

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