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Strategic Coordination Expert III

Job number:
JO2024-10035

Join Exigent Services as Strategic Coordination Expert III and be part of a dynamic team that supports the U.S. Cyber Command (USCYBERCOM) Directorates in Fort Meade, MD with subject matter expertise in the areas of joint cyberspace operations planning, policy, strategy, and doctrine development, wargames and exercises, operations research, international and integration support, and cyber intelligence operations.

The Strategic Coordination Expert III will:

- Bring in-depth understanding and expertise to one or more aspects of service or joint missions, processes, and culture.
- Apply advanced consulting skills and extensive technical expertise and develop innovative solutions to complex problems.
- Work without considerable direction, and mentor and supervise team members.
- Provide accurate and timely preparatory content, then ensure preparatory content and talking points provided to senior Command leaders are consistent with policy and direction, and to a standard that is indicative of the level of command.
- Prepare or edit advance written materials, including meeting and event executive summaries, presentations, talking points, information papers, calendars, notes, itineraries, query responses, and other required materials to a standard that is consistent with communicating at the Combatant Command-level and higher.
- Facilitate timely and effective coordination of task completion both inside and outside the Command.
- Prepare highly skilled written materials that are consistent with the policy and direction of the client's messaging.

For this position, you will have:

- Active TS/SCI clearance with a polygraph, upon application
- BA or BS degree
- 10+ years of experience working directly with senior leaders, including General and Flag Officers and Senior Civilians, at the Combatant Command or 4-Star Command level
- Experience supporting DoD operations, strategy, policy analysis, and planning with Service, Joint, non-DoD inter-Agency organizations, or foreign nations
- Experience working in Military service or Joint staff, including supporting senior military personnel and civilians
- Experience working at and coordinating throughout the major and combatant command headquarters, DoD, or Joint Staff level
- Knowledge of Military processes and methodologies

Hiring organization
Exigent

Job Location
USA

Date posted
March 4, 2024

Additional Qualifications:

- Experience writing speeches and talking points for senior military leaders
- Experience working with and writing for Combatant and Major Command senior leaders
- Experience drafting and editing executive summaries, information papers, and other papers on key topics to prepare senior leaders for senior DoD, Inter-Agency, and international meetings
- Ability to pay strict attention to detail
- Possession of excellent organizational, analytical, and problem-solving skills
- Possession of excellent verbal and written communication skills
- MA or MS degree

Compensation

Exigent Services offers a comprehensive compensation package including: 401K, health, vision, dental, and life/disability insurance.

Company Overview:

Exigent Services is a full-scope management consulting company that is ready "ON DEMAND" to offer a range of experts, technologies, cutting-edge teams of consultants, and strategic solutions and systems. With over 40 years of Federal Services, Exigent's core competencies include: Planning Services, Cyberspace Exercise, Cyberspace Policy, Professional Services, Leadership Development, Training, Strategic Planning, and Human Capital Management.

EEO Commitment:

We're an equal employment opportunity/affirmative action employer that empowers our people to fearlessly drive change – no matter their race, color, ethnicity, religion, sex (including pregnancy, childbirth, lactation, or related medical conditions), national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, disability, veteran status, military or uniformed service member status, genetic information, or any other status protected by applicable federal, state, local, or international law.