

**Position Ref: JP 2015.3**

**Start Date: TBD (Anticipate 15 Dec 2015)**

**Clearance: Eligible for a Secret Clearance**

**Program Specialist \_ Consultant Support Services – ONR**

**Adaptive Insight** is currently looking for a program specialist to join our team in Arlington (Ballston Commons), VA.

If you fit the below skillset and are ready for a new opportunity, please send us your resume and we will be in touch! Thank you!

**Key Tasks:**

- **Managing customer requirements across a broad range of tasks including briefing preparation, maintaining administration history and supporting the administration, execution and evaluation of management programs.**
- **Planning, scheduling and managing conferences and multi-day meetings**

**Specific Duties:**

- **Coordinate Science and Technology International Engagement and Operational and Logistical Matters**
  - Assist with coordination of ONR Science and Technology issues, and particularly international engagement and domestic and international operational & logistical support issues that are being addressed by ONR personnel.
  - Provide support in the areas of administration, execution, and evaluation of management programs, web maintenance, personnel recruiting and selection, and budgeting issues. Assure that necessary administrative matters are conducted effectively and that appropriate coordination is completed.
  - Frequently deal with a variety of concurrent and complex situations for which no precedent exists and that require sensitive or intensive coordination of relationships with ONRG staff, ONR staff, and members of the Naval Research and Development Establishment (NR&DE).
  - Assist with activities involving administrative and managerial problems of immediate concern to ONRG and accurately represent and support the ONRG leadership's interests and points of view. Regularly interface with O-6 level officers on Joint, Navy, and Marine Corps staffs as well as O-6 and Senior Executive Service members within the NR&DE. Will also work with Flag/General Officers on a less frequent basis.
  - Provide summary materials for various high level briefings, for example, briefings by the CNR and Executive Director to Flag/General Officers and Senior Executive service members.
  - Maintain expertise in the use of the ONRG Knowledge Management system and awareness of its contents, and both upload as well as search and retrieve information as requested.



- Assist in planning, scheduling, and staffing the annual ONRG Technical Meeting (GTM), and any other meetings to include preparation of materials, presentation compilation, preparation of minutes, and after actions reports.
- Assist in planning, scheduling, and staffing the annual orientation and training exercises.
- Assist with or lead the effort of compilation and editing of weekly, monthly and annual reports.
- Where appropriate, act as backup or assistant for specialty support tasks primarily assigned to other personnel (such as financial, knowledge management, human capital or other).

## Required Experience:

- Possess a working knowledge of the Naval Research and Development Establishment.
- Currently have or eligible for a Secret Clearance.
- Excellent oral and written skills.
- Proficiency with Microsoft Project, Word, Excel, and PowerPoint.
- Strong analytical and product management skills, including a thorough understanding of how to interpret customer business needs and translate them into functional and operational requirements
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts

## Education and Training:

- Bachelor's degree with 3-5 years of relevant experience.