

Position Ref: JP 2015.5

Start Date: TBD (Anticipate 15 Dec 2015)

Clearance: Eligible for a Secret Clearance

Communications / Knowledge Management Specialist _ Consultant Support Services – ONR

Adaptive Insight is currently looking for a communications / knowledge management 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:

- **Business financial Manager's shall be familiar with dual use applications of defense technologies and the DON's Acquisition Programming, Planning, Budgeting and Execution (PPBE) Process Planning, scheduling and managing conferences and multi-day meetings**
- **Demonstrate competence and the ability to effectively use ERP and similar financial tools in day-to-day work**
- **Demonstrate experience in preparing purchase requisitions;**
- **Demonstrate experience in maintaining and updating financial records to include tracking commitments, obligations and expenditures and supporting resolution of budgeting and financial issues**

Specific Duties:

- **Knowledge and Content Management Support**
 - Serve as a liaison to ONR Corporate Strategic Communications (CSC), understanding their procedures and requirements, and support ONRG events and activities involving CSC support/participation:
 - Support the planning and execution of ONRG meetings, events, and conferences, providing on-site support as necessary
 - Support the preparation of relevant documents in compliance with DoN, DoD and ONRG requirements
 - Ensure ONRG Associate Director (AD), Science Advisor (SA), and International Program Officer (IPO) reports and documents are properly formatted and shared within the ONRG KM (Knowledge Management) system.
 - Ensure content and documents are easily searchable in the KM system by designing and promoting standards for ADs, SAs, and IPOs to follow.
 - Assist with the review, update, and archive duplicative content when content is no longer relevant to the current Naval Research and Development Establishment.
 - Support the Government's ONRG web desk manager. Assist with the coordination of all actions for changes and updates to ONRG website (<http://www.onr.navy.mil/Science-technology/onr-global.aspx>) through the ONR web desk services division.
 - Ensure ONRG website complies with DOD regulations.

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- Incorporate Human Computer Interface (HCI) practices into recommendations into website navigation.
- Support the Government by building web statistics such as website hits, frequency on content with information ONR web desk services is able to provide.
- Assist in the management website and act as a POC for any administrative changes.
- When undergoing a redesign or changes to the overall ONR website layout, build/maintain a "mirror website" to share and review with ONRG stakeholders.
- Leverage social media for ONRG communications through CSC (Facebook, Twitter). These forms of communication will be reviewed by the Government before posting. The contractor is responsible for coordinating with ONR security, CIO and Public Affairs for approval prior to releasing any documentation on websites or social media.
- Update Meta fields and keywords for references and to enhance search.
- Ensure website code efficiency, making modifications when necessary.
- Establish the requirements for the enrichment of Website and KM content and navigation including:
 - HCI analysis, requirements definition, and recommendations to technical web staff
 - Task analysis flow for website as well as supporting tasks.

Required Experience:

- Possess a working knowledge of the Naval Research and Development Establishment.
- Possess a Bachelor's degree and 3-5 years of relevant experience in communications (for example public affairs) and the use of knowledge management tools such as SharePoint and Defense Technical Information Center (DTIC).
- Demonstrate capability as a web desk manager.
- Demonstrate experience in supporting the development and execution of corporate communications strategies.
- Demonstrate experience in leveraging Social Media (Facebook, Twitter).
- Currently have or eligible for a Secret Clearance.
- Proficiency with Word, Excel, and PowerPoint.