Policy Analyst (VA26-04)

Description

Overlook Systems Technologies, Inc., a Virginia-based small business specializing in Positioning, Navigation, and Timing (PNT) technologies and services, is seeking a Policy Analyst to support the National Coordination Office (NCO) for Space-Based Positioning, Navigation, and Timing (PNT).

The NCO serves as the permanent staff of the National Executive Committee for Space-Based PNT and is responsible for coordinating GPS-related activities across multiple federal agencies. Its mission includes facilitating interagency coordination, developing consensus on national policy matters, resolving issues, and supporting the effective management and advancement of U.S. GPS policy and international cooperation involving global navigation satellite systems (GNSS).

The NCO also manages the GPS.gov website, the central resource for U.S. government GPS information and public outreach, and develops and distributes educational materials to promote awareness and understanding of GPS capabilities and applications.

Key Responsibilities

The successful candidate responsibilities will include:

- **Congressional and Legislative Affairs:** Monitor, research, document, and report on congressional activities affecting GPS and PNT policy. Areas of emphasis include congressional leadership, relevant hearings and legislation, annual appropriations and omnibus spending measures, the National Defense Authorization Act (NDAA), continuing resolutions, and federal government budget proposals. Track legislative progress in both chambers of Congress and maintain corresponding updates on the GOS.gov website.
- **Policy Research and Communications:** Develop, compile, and distribute a daily PNT newsclipping report highlighting current developments, news, and activities related to GPS, global navigation satellite systems (GNSS), and the broader PNT community. The daily newsclips are distributed via email to a broad list of federal government agencies and other stakeholders, providing timely awareness of relevant domestic and international developments. Additional responsibilities include preparing and coordinating newsletters, presentations, memoranda, reports, briefing papers, decision documents, meeting summaries, and other policy-related communications supporting NCO activities.
- **Interagency Coordination:** Support the development, coordination, validation, and dissemination of information associated with high-level projects, executive briefings, presentations, reports, and interagency initiatives. Ensure information provided to senior government officials and stakeholders is accurate, complete, relevant, and clearly presented.
- **Meetings and Conferences:** Assist in planning, coordinating, and executing domestic and international conferences, workshops, roundtables, interagency meetings, and other events involving government and private-sector participants. Responsibilities include agenda development, meeting announcements, registration, participant coordination, distribution of logistical information, and preparation of meeting materials.

- **STEM Education:** Assist with the review and updating of science, technology, engineering, and mathematics (STEM) curriculum materials supporting GPS education and outreach.
- **Website Management:** Maintain and update GPS.gov, ensuring that content is accurate, current, and consistent with NCO objectives and approved communications.

Location

National Capital Region, with the primary work location at the U.S. Department of Commerce in Washington, D.C. Limited remote work opportunities may be authorized, consistent with mission requirements and applicable security requirements.

Education and Experience

Candidates should possess a bachelor's degree in political science, public policy, international relations, government, communications, or a related discipline. The ideal candidate will have three to four years of experience working on Capitol Hill, preferably supporting congressional committees, members of Congress, or legislative staff involved in defense, foreign affairs, appropriations, or science and technology matters.

Required Qualifications

- Must be a U.S. citizen and eligible to obtain and maintain a U.S. Government security clearance.
- Ability to prepare clear, concise, and professional materials for senior government officials and interagency leadership.
- Proficiency with Microsoft Office applications, including Word, PowerPoint, Excel, and Teams.
- Excellent interpersonal, organizational, and coordination skills.

Desired

- Three to four years of Capitol Hill staff experience.
- Background in defense, State Department, foreign policy, appropriations, or science and technology issues.

Apply Now At:

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