



Staff Writer — Strategic

ROLE

We need a Senior-Level Strategic Staff Writer for the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D supports the command mission of designing, building, delivering and sustaining the U.S. Navy's ships, submarines and systems through its strategic communications efforts. SEA 00D is responsible for providing the strategic guidance, planning and execution support for all enterprise-wide internal and external communication, including marketing requirements and legislative engagement. Your role as a Strategic Writer for the SEA 00D will be to distill and convey pertinent information from external events for NAVSEA leadership, while also crafting concise communications and strategic plans aligned with organizational objectives. This is a full-time opportunity.

Apply today!

RESPONSIBILITIES

- Attend external events (e.g., think tanks, congressional hearings, symposium).
- Summarize discussions for NAVSEA leadership to enhance awareness of current trends and talking points.
- Synthesize complex information into talking points, white papers and briefs for consumption by leadership.
- Develop planning calendars and engagement plans that align to the strategic objectives of programs.

REQUIRED SKILLS/EXPERIENCE

- 10 or more years' experience in defense acquisition or other federal appropriation / authorization matters.
- Experience providing direct support to senior leaders in a fast-paced, dynamic work environment.
- Ability to create communication strategies and materials that promote engagement with stakeholders.
- Ability to establish and maintain relationships with key personnel to shape command narratives.
- Ability to think strategically, to identify needs and requirements, and to develop recommendations and solutions.
- Ability to manage small- and large-scale projects that contribute to a larger strategic communications plan.
- Ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail.
- Thorough knowledge of NAVSEA, Congress, the Navy and Department of Defense.

REQUIRED EDUCATION / CERTIFICATIONS

- Bachelor of Arts / Science degree in English or Communications or related field.



LOCATION

- Washington Navy Yard, DC 20376

CLEARANCE

- Secret Clearance Required

CLIENT

- Department of the Navy (DoN), the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D

TRAVEL

- Travel may be required

WORK HOURS

- 40 hours a week, 8 hours a day

EMPLOYMENT CLASSIFICATION

- Employment Classification Eligibility — W2

RELOCATION

- Not eligible for relocation benefits

Other Considerations: *applicants will be subject to a background investigation. Individual's primary workstation is in an office area. The noise level in this environment is low to moderate. Regularly required to sit for extended periods up to 80% of the time; frequently required to move about to access file cabinets and use office equipment such as PC, copier, fax, telephone, cell phone, etc. Occasionally required to reach overhead, bend, and lift objects of up to 10 lbs. Specific vision abilities required by this job include the use of computer monitor screens up to 80% of the time.*