



Legislative Analyst

ROLE

We need a Mid-Level Legislative Analyst 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 Legislative Analyst for the SEA 00D will be to advise senior leaders on defense policy and appropriation matters and track funding and language impacts on Navy programs and policies. This is a full-time opportunity.

Apply today!

RESPONSIBILITIES

- Provide subject matter expertise for defense policy and appropriation matters.
- Advise senior leaders on the status of legislation, topics of interest, and impact to Navy programs and policies.
- Develop tracking mechanisms to identify and document funding and language impacts to Navy programs.

REQUIRED SKILLS/EXPERIENCE

- Minimum 4 years' experience analyzing and writing on federal congressional actions.
- Five years of experience in defense acquisition.
- Strong understanding of the enactment process for defense authorization and appropriation legislation.
- Working knowledge of the Navy's PPBE process.
- Ability to review and analyze defense legislation for potential impacts to Navy programs and initiatives.
- Experience with the Department of Defense, especially Navy and NAVSEA programs and policies.
- Ability to produce briefing materials, legislative summaries, background papers and correspondence.

REQUIRED EDUCATION / CERTIFICATIONS

- Bachelor of Science degree in Political Science.



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.*