



The incumbent serves as an External Affairs Specialist for CISA supporting the efforts of CISA programs in their engagement and outreach missions and coordinating with the DHS Office of Public Affairs, Office of Partnership and Engagement and other DHS offices to ensure proactive engagement with key stakeholders of the organization.

- Assists in designing, implementing and evaluating proactive strategies to communicate CISA's mission and programs to external partners.
- Supports event management and planning for major conferences such as DHS National Cyber Summit and RSA with activities to include but not limited to:
  - Assists with the logistical aspects of meetings, conferences, and special events
  - Assists with venue research and event analysis
  - Contributes to the preparation of invitations and maintenance of participant database
  - Field questions about registration and meeting agenda
  - Contribute to the preparation, reproduction, and distribution of conference materials
- Research information about possible room setup, AV equipment, and other on-site meeting needs
- Supports a portfolio of CISA external affairs activities that may include CISA Speaker's Bureau, conference planning and Intergovernmental Affairs and provides information about CISA's mission, message, and achievements to targeted stakeholders, partners and general audiences. Stakeholders include other Federal agencies; owners and operators of critical infrastructure; state, local, tribal and territorial governments; educational institutions; and non-governmental organizations.
- Identifies, develops and applies a range of analytical tools to evaluate CISA's communication efforts; applies results of analysis to refine strategies and tactics to address areas of concern and identify opportunities for enhanced outreach and messaging to all stakeholders.
- Supports EA leadership in briefings and other interactions with critical external stakeholders and executives to include senior officials of the Department; other Federal agencies; the private sector and business communities; and state, local, tribal and territorial officials.

**JD# 01-2020-11**

**Position Description:**

**Component Name:** Cybersecurity and Infrastructure Security Agency Office of External Affairs

**Position Title:** External Affairs Specialist – Conference Planner/Project Manager

**Series:** 0301

**Assignment Dates:** 1/20 - Until Filled

**Grade Level:** GS-13

**Location:** Arlington, VA

**Employee Responsibility:** *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

**Duration:** *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

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**Type of Position:**  Competitive Service

*\*\* Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

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**Type of Detail:**  Non-reimbursable

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**Package Acceptance Period: Start:** 01/20 **End:** UNTIL FILLED

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**Qualifications Required:**

1. Developing and implementing strategies used to communicate with stakeholders in support of accomplishing an organization's mission;
2. Planning meetings, conferences, and/or special events;
3. Managing budgeting logistics for meetings, conferences, and/or special events;
4. Developing and maintaining relationships with key external stakeholders to advocate for an organization's position/policies;
5. Collaborating with multiple offices and programs to develop, explain or resolve external communications strategies and products; and
6. Writing and presenting program information for a range of external stakeholders.

**Clearance required\* (Y/N):** Yes

If yes, what level of security clearance? **Public Trust**

**\*\*\* Does Not Qualify for Joint Duty Credit**

**\*\*\* No Temporary Promotion**

**\*\*\* Military and Contracted Personnel Not Eligible**

**How to Apply:** Submit the following documents to the [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov) with "Detail Opportunity – External Affairs Specialist – Conference Planner/Project Manager" in the subject line.

- Submit **Joint Duty Assignment Application** – [DHS Form 250-02](#)
- Resume (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- Redacted SF-50, removing PII (i.e., social security number or date of birth)

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**Point of Contact:** **Email:** [JointDutyProgramOffice@hq.dhs.gov](mailto:JointDutyProgramOffice@hq.dhs.gov)

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