



POSITION: Junior Intelligence Research Analyst – Copy Editor

WORK LOCATION: Washington, D.C. 20407

RESPONSIBILITIES: SoftConcept Inc. is seeking Junior Intelligence Research Analysts who are familiar with research and analysis processes, tools, and techniques used within the Intelligence Community (IC); and, who are experienced in technical editing/copy editing intelligence reports and documents:

- Review edit, and proofread intelligence products/documents for appropriate formatting, style, clarity, punctuation and grammar, as well as, for compliance with organizational directives and procedures.
- Conduct and document research, and process the information to produce intelligence products and presentations to effectively support multiple, concurrent projects and adapt to changing client priorities and timelines.
- Interact with client, and client's customers, and contribute to the development or improvement of intelligence product production processes.
- Develop and maintain templates, format and style guidelines, and other material as needed.
- Requires attention to detail, the ability to adjust editing style to often changing rules and guidelines based on client need and preference, and the willingness to work extended hours to meet deadlines.
- Support Continuity of Operations responsibilities, serving as the editor on-call during times to be determined.
- Other duties as assigned.

MANDATORY

- B.A. or B.S. degree and 1-3 years related experience; or at least 4 years related experience; or M.A. or M.S. degree and at least 2-5 years of related experience.
- Top Secret security clearance
- 1-3 years' experience in technical writing or editing with at least one year working in the Intelligence Community.

DESIRED

- Department of Homeland Security Suitability Clearance
- Proficient in one or more foreign languages to enable daily research on complex target sets, conduct translations, and produce expertly written final products in English.

TO APPLY

Email your resume to SoftConcept, Inc. Attn: Frank Ogden at F.Ogden@SoftConcept-Inc.com.
Reference the **Requisition # in subject line**.