

**Job Title:** Associate - Senior Associate

**Location:** Washington, DC area (hybrid or remote)

**Reports To:** Manager

**Employment Type:** Full-Time

**About Us:** Noctua Strategies, LLC is a woman-owned consulting firm serving clients in the federal space, with an emphasis on homeland security, federal law enforcement, intelligence, and civilian agencies. We proudly support key programs and senior decision-makers through our advisory, policy, strategic communications, and process improvement practices, and we pride ourselves on providing high-quality, individualized solutions that advance the mission. As a company, we prioritize mentorship, learning, collaboration, and a culture of excellence.

**Job Summary:** We are seeking an Associate or Senior Associate to join our homeland security advisory practice. Our current practice supports agency leadership by tracking, analyzing, developing, and reviewing official agency briefings, policy memos, and correspondence on behalf of a federal law enforcement organization within the Department of Homeland Security. The primary workstreams include developing written products in coordination with programmatic and technical subject matter experts; tracking and succinctly summarizing the impact of recent policy changes and court rulings; and offering strategic advisory, communications support, policy recommendations, and subject matter expertise. The successful candidate will receive training and mentorship from experienced team members and will have direct exposure to senior clients and company leadership.

**Key Responsibilities:**

- Provide advisory and communications support on an array of activities including building presentations and briefing materials, drafting responses to congressional correspondence and requests for information, and editing documents for senior leadership.
- Build and maintain collaborative and strategic relationships with federal law enforcement managers and subject matter experts.
- Quickly analyze, interpret, and convey complex and technical mission-related policies, procedures, and programs using clear and succinct language.
- Track and report the progress of fluid and high-profile written tasks, subtasks, and reports.
- Assist clients and team members with ad hoc requests including research, process improvement, and a variety of fast-moving special projects.

**Qualifications:**

- Master's degree in a related field (or Bachelor's degree and relevant subject matter expertise).
- Experience in one or more of the following areas: homeland security, national security, federal law enforcement, immigration policy, congressional engagement, government relations, strategic communications, federal government contracting, law, or a related area.
- Exceptional judgment.
- Comfort with navigating complex issues and interacting with senior decision-makers.
- Strong organizational, interpersonal, verbal, and written communication skills and a high level of attention to detail.
- Ability to work proactively and think critically while solving client problems.
- Demonstrated skills supporting a collaborative and positive team environment.
- Ability to obtain and maintain a security clearance from the U.S. government.

- Candidates will be required to provide a writing sample.

**What Sets You Apart:**

- Expertise in homeland security, national security, or federal law enforcement as demonstrated by professional and/or academic achievements or publications in the field.
- Demonstrated experience building working relationships with government stakeholders and serving as a trusted advisor.
- Ability to provide flexible support, regardless of the task, to advance client and team goals.
- Desire to work on challenging issues in a fast-paced environment while maintaining a positive a collaborative workplace.

**What We Offer:**

- This is an opportunity to join an established team of advisory professionals supporting a Department of Homeland Security contract in Washington, DC. This role will include exposure to high-profile policy issues and will work alongside experienced team members in support of senior officials and executives.

**How to Apply:** Interested candidates should submit their resume and a brief writing sample (1-2 pages) to [info@noctuastrategies.com](mailto:info@noctuastrategies.com). We look forward to hearing from you!