Accents Jobs

Strategic Stakeholder and Operations Support Specialist

Description

We are looking for a Strategic Stakeholder and Operations Support Specialist for a client. The candidate will provide key support to the organization in their Stakeholder Engagement Division, specifically within the Strategic Relations team.

Responsibilities

- Assist in managing relationships with stakeholders and organizations.

- Facilitate outreach and engagement activities related to cybersecurity education and awareness.

- Contribute to initiatives aimed at developing and strengthening the cybersecurity workforce.

- Create visualizations and reports to effectively communicate data findings.

- Assist with activities related to Systematically Important Entities(SIE), ensuring they meet required standards and protocols.

- Provide training for end-users on Stakeholder Relationship Management (SRM) tools and processes.

- Manage and update SRM knowledge resources and documentation.

- Help re-engineer, improve business processes and map out stakeholder engagement processes and identify areas for improvement.

- Assist in the setup and management of financial assistance awards.

- Develop and maintain documentation related to financial assistance programs.

- Support the collection of metrics, performance tracking, and overall lifecycle management of financial assistance activities.

Qualifications

- Bachelor's degree in Business Administration, Management, Cybersecurity, or a related field.

- Relevant experience in stakeholder engagement, strategic planning, operations management, and financial assistance programs.

- Proficiency in data analysis, visualization tools, and project management software.

Hiring organization
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Job Location
Arlington, Virginia, United States

Date posted
September 12, 2024

- Strong verbal and written communication skills.

- Ability to analyse complex data and produce actionable insights.

- Strong organizational and multitasking abilities with attention to detail.