

DoD SkillBridge Internship
Army Career Skills Program (CSP) Opportunity
Writer/Editor GS-1082-09-11
IN-PERSON/NON-REMOTE
U.S. Customs and Border Protection (CBP)
Office of Intelligence (OI)
Policy, Planning, and Programs Division
Location: Washington, DC

IMPORTANT NOTE: This opportunity is only open to DoD SkillBridge and Army CSP participants on active-duty who are **AT LEAST 11 MONTHS AWAY** from separation.

LOCATION

Washington, DC

MAJOR DUTIES AND RESPONSIBILITIES

Perform analytical writing, editing (grammar, style, usage, style guides, proofreading), tradecraft, and web content management to develop thorough written, edited materials and effective communication using a variety of communication channels (e.g., presentations, electronic dissemination, speeches, brochures, and briefings).

Perform advance research without supervision, to define and explain policies, procedures, objectives, and programs; presenting issues or research results in relation to CBP Intelligence Enterprise policies, procedures, objectives, and programs; original approach in explaining findings; and evaluating and adapting publishing procedures to changing technology.

Collaborate independently with both individuals and teams, adapting to the needs and interests of a wide variety of audiences, facilitating comments, and handling multiple deadlines without supervision.

Conduct independent research and analysis; resolving apparent or potential inconsistencies and/or inaccuracies; developing complete and ensure accurate statements.

Understand information in fields unrelated to editing and publishing disciplines, such as intelligence related products, policies, directives, and best practices for the purpose of preparing, reviewing, and disseminating memoranda, correspondence, or any other written products interpreting complex analyses, policies, programs, and functions.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: CBP – DoD SkillBridge – Army CSP - Office of Intelligence (OI) Policy, Planning, and Programs Division – Writer-Editor GS-1082-09-11, Ronald Reagan Building and Virtual, Washington, DC.