



## Program Support Planner

**Job Title:** Program Support Planner  
**Work Location:** MacDill AFB, FL  
**Position Classification:** Full Time  
**Security Clearance:** Active TOP SECRET clearance with Sensitive Compartmented Information (SCI) Eligibility

### Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions. T2C-Global is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience in support of our MacDill AFB, FL based customer.

### Responsibilities

These services support creating, revising, or maintaining administrative workflows and procedures to support HQ SOCOM J5. The Contractor shall use Government provided Information Technology (IT) systems and applications to generate and retrieve information.

### Specific duties include:

- Perform basic office admin functions, including coordinating work with other offices; scheduling and coordinating meetings, interviews, events, and other similar activities; preparing official correspondence; managing filing systems; preparing meeting minutes, meeting notes, and internal support materials; and performing other day-to-day operational matters.
- Provide expert day-to-day analysis, assistance, advice, planning, data gathering & integration and preparation of plans, policies, and engagement strategies that directly support the USSOCOM J5 Director and Deputy Director in accomplishing the mission of synchronizing strategy, plans, policy, engagements, & global CVEO efforts in support planning/coordination.
- Develop, review, and recommend implementation strategies for plans, programs, policies, and resources as they relate to USSOCOM J5 missions, plans, and functions.
- Develop, process, track, organize, and reconcile requests for info; and develop, package, coordinate & monitor new initiatives, programs or projects that support the mission.
- Coordinate with other USSOCOM Directorates, SOF Components and Theater Special Operations Commands to understand, categorize, and summarize SOF training, readiness, or operational issues that impact or require senior leader decision.
- Develop courses of action (COA) & recommendations that provide coherent rationale for J5 programs and initiatives, activities, & resourcing in preparation for submittal to decision makers.
- Manage and coordinate USSOCOM official taskings, requests for information, and information sharing processes on behalf of the USSOCOM J5 Strategy, Plans, and Policy Directorate, and serve as the Directorate USSOCOM Tasker Management Tool subject matter expert.
- Recommend adjustments to Directorate-level policies, procedures and resourcing strategies that enhance the Directorate's ability to execute its mission.
- Review J5 mission, organization, functions, and manning, and recommend modifications as appropriate to include resourcing impacts.
- Support the development COA for new or necessary adjustments to policies, procedures and resourcing strategies that enhance the Directorate's ability to execute its mission.
- Provide Subject Matter Expertise (SME) to support the management and execution of special projects requiring research, data interpretation, conceptualization of innovative ideas, development of resourcing strategies and detailed planning.



- Lead, facilitate, or support multiple high-priority projects requiring expert knowledge of DOD and Service strategic planning and resourcing processes through critical phases to include project initiation, planning, coordinating, resourcing, and closing.
- Provide SME and technical advice for matters relating to development, review, and evaluation of special projects supporting USSOCOM and J5 Directorate strategy, plans, and policy. Research and recommend appropriate actions on resourcing issues impacting the J5.
- Apply analytical techniques in innovative ways and provide expert advice on Directorate functions and resourcing responsibilities.
- Recommend COA to support Government programmatic decision-making and develop recommendations based on qualitative and quantitative evaluations.
- Assist counterparts at the SOF Service Components, sub-unified commands, and Theater Special Operations Commands by identifying and accurately articulating J5 overarching requirements and issues and helping them characterize their issues appropriately.
- Assist in the development of program strategies/plans in collaboration with Division & other staff; provide analyses/review to assure appropriate planning, coordination, & resourcing.
- Develop information papers and reports in support of J5 activities for use by decision makers.

### **Qualifications**

- **Active TOP SECRET clearance with Sensitive Compartmented Information (SCI) Eligibility**
- Masters or Bachelors degree in Business Administration, Public Administration, Organizational Management or any management/business related field with 5 years of major DOD Staff experience or corresponding Federal government agencies.
- Minimum 5 years of DOD 4-Star Staff experience, to include administrative, document management, research, technical report writing, and read ahead/briefings to senior officials.
- Minimum 10 years of experience on executive-level DOD staffs (DOD, OSD, Joint Staff, Services, or Combatant Command), or other corresponding Federal government agencies.
- Minimum 5 years Program/Project Management experience.
- Minimum of 3 years of experience interacting with executive- level decision makers (GO/FO/SES) and preparing detailed, strategic-level products relevant for senior (4-star level) decision making.
- Minimum of 3 years of experience in management and coordination of senior-level meetings, administration, document management, and research development to support the management and execution of special projects requiring research, data interpretation, conceptualization of innovative ideas and planning.
- 3 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels.

### **Supplemental Information**

#### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

#### **Equal Opportunity Employment Statement**

T2C-Global is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

#### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at: [recruiter@t2cglobal.com](mailto:recruiter@t2cglobal.com)