

# Data Analyst (TS required)

at Partner Forces

Arlington, VA

Apply Now

As a Consultant at Partner Forces, you act as a trusted advisor to our clients' day in and day out. You have the opportunity to collaborate with your colleagues, our partners and our clients to ideate, initiate and complete task, projects, and initiatives. You work on mission-oriented projects, during which we want you to bring forward actionable insights, solve complex problems, and thrive on delivering meaningful solutions.

## What we are looking for:

Partner Forces is seeking a Data Analyst to support a Department of Homeland Security (DHS) client. This position will play a key role in supporting strategic initiatives for this agency. The primary responsibility set for this position involves interpreting data, identifying trends, and communicating findings effectively to drive clients' mission-critical initiatives.

## Essential Duties

- Identify, analyze, and interpret trends or patterns in complex data sets and apply advanced analytic and statistical techniques to derive insights.
- Research, hypothesize and develop analytical approaches for identifying, analyzing, and interpreting trends or patterns in complex data sets.
- Design and build analytics dashboards to measure performance and assist in directing team's efforts towards initiatives with the largest impact.
- Develop compelling narratives and visualizations to communicate data findings to diverse stakeholders, including senior leadership.
- Prepare and present detailed reports, dashboards, and presentations that translate complex data into understandable formats.
- Utilize Power Apps to develop custom applications that support strategic needs and initiatives for the client.
- Create interactive dashboards and visual reports using Power BI to provide real-time data insights.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Keep informed of the mission, organizational structure, key personnel, current activities, status of current projects, and any issues affecting the organization.
- Perform other work-related duties as assigned. The omission of the specific duties does not preclude the supervisor or client from assigning duties that are logically related to the position.

## Minimum Qualifications

- US Citizen
- **Top Secret Clearance Required**; ability to obtain and maintain DHS HQ suitability required; current CISA preferred.
- Ability to obtain and maintain a Secret clearance; current Secret preferred.
- BA/BS degree in relevant field of study (including but not limited to mathematics, economics, data science, statistics, etc.), and 5+ years of relevant professional experience required
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook.
- Proficiency in using Power BI or Tableau for data visualization and developing dashboards.

- Proficiency in using Python or R for data science: data wrangling, statistical analysis, machine learning models.
- Strong communication/presentation skills and ability to explain technical topics to non-technical audiences.
- Ability to design and deliver solutions independently and work collaboratively as part of a team.
- Strong consulting skills: identifying and addressing client needs, building relationships, and driving initiatives forward.

### **Next Steps:**

If your application looks like a match, someone from our People Operations team will reach out to schedule a phone screening. During this conversation, we will determine if the current or future position aligns with your experience and skills. If things go well, from there you'll meet with members from the project team, including the hiring manager and teammates, and possibly be asked to submit a writing assessment to showcase your practical knowledge. If we find you are a match, you'll get a call offering you the role. While we wish we could hire every great candidate who comes our way, the reality is that we can't. If you are not selected, we will be sure to connect with you and let you know so you can move on with your search. We will also keep your resume for future needs.

We look forward to reviewing your application!

At Partner Forces, we consider many factors when making compensation decisions, reflecting the unique skills and experiences each candidate brings, as well as organizational and contractual needs. An estimate of the salary range for this role is included here. We believe that salary is just one component of your total compensation package. Our goal is to support your growth and reward your contributions in a meaningful way. We look forward to exploring this further with you during the interview process.

### **Annual Salary Range**

\$80,000 — \$120,000 USD

### **The Company**

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

Partner Forces values a diverse, inclusive workforce and we provide equal employment opportunity for all applicants and employees. It is the policy of Partner Forces to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and state agencies. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state, or local laws. If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us at [recruiting@partnerforces.com](mailto:recruiting@partnerforces.com).

# Apply for this Job

\* Required

First Name \*

Last Name \*

Email \*

Phone \*

Resume/CV \*

[Attach, or enter manually](#)  
(File types: pdf, doc, docx, txt, rtf)

Cover Letter

[Attach, or enter manually](#)  
(File types: pdf, doc, docx, txt, rtf)

Degree \*

Select a Degree ▼

[+ Add another education](#)

Are you a US citizen? \*

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Location (City/State) \*

Do you have DHS suitability?

Do you have a security clearance?

Target Salary \*

LinkedIn Profile

## Voluntary Self-Identification

For government reporting purposes, we ask candidates to respond to the below self-identification survey. Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

As set forth in Partner Forces's Equal Employment Opportunity policy, we do not discriminate on the basis of any protected group status under any applicable law.

Gender

Please select



Are you Hispanic/Latino?

Please select



### Race & Ethnicity Definitions

If you believe you belong to any of the categories of protected veterans listed below, please indicate by making the appropriate selection. As a government contractor subject to the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. Classification of protected categories is as follows:

A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran Status

Please select



## Voluntary Self-Identification of Disability

Form CC-305  
Page 1 of 1

OMB Control Number 1250-0005  
Expires 04/30/2026

### Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your “major life activities.” If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson’s disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Disability Status

Please select ▼

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit Application

