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## AI/ML Program Analyst

Norfolk, VA (<http://maps.google.com/maps?q=Norfolk+VA+USA>) • Engineering

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### Job Type

Full-time

### Description

#### About Us:

eSimplicity is a modern digital services company that partners with government agencies to improve the lives and protect the well-being of all Americans, from veterans and service members to children, families, and seniors. Our engineers, designers, and strategists cut through complexity to create intuitive products and services that equip federal agencies with solutions to courageously transform today for a better tomorrow.

The AI/ML Program Analyst supports Task Force Station HYPO and the Naval Information Warfare Development Center (NIWDC) in advancing Artificial Intelligence (AI) and Machine Learning (ML) initiatives across warfighting domains. This role provides critical coordination, reporting, and operational support to ensure the effective delivery, education, and integration of AI capabilities within Information Warfare Enterprise (IWE) programs.

The ideal candidate is detail-oriented, technologically savvy, and comfortable operating in a classified, fast-paced defense environment.

### Responsibilities:

Program Reporting & Coordination:

- Provide significant TF Station HYPO input for each NIWDC Commander bi-weekly report to NAVIFOR.
- Prepare and maintain leadership tasker and decision lists to ensure timely awareness and follow-up actions.
- Support the analysis, updating, and execution of the IWE AI strategy.

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Collaboration & Communication:

- Maintain and manage an unclassified Microsoft Teams site for the TF Station HYPO leadership team to organize tasks, projects, and events.
- Run and facilitate weekly TF Station HYPO leadership meetings based on the Teams content.
- Maintain SIPR and JWICS portals for stakeholders to coordinate and track AI projects.

#### Event & Stakeholder Engagement:

- Attend Naval Force AI events, including weekly VTCs, quarterly AI Summits, and Naval Applications in Machine Learning (NAML) sessions.
- Schedule and coordinate monthly stakeholder technology demonstrations.
- Prepare summaries, recommendations, and updates for TF Station HYPO leadership.

#### AI Support & Research:

- Coordinate, attend, and provide input to potential AI initiatives across the Information Warfare Enterprise (IWE).
- Participate in Electronic Warfare (EW) AI efforts, providing assistance to improve workflows.
- Research and assess potential AI capabilities aligned with TF Station HYPO objectives.
- Deliver monthly AI topic training to the NIWDC Enterprise.

#### General:

- Support other duties as assigned to advance AI/ML integration across naval domains.

### Requirements

#### Required Qualifications:

- Associates of Arts degree.
- Three (3) or more years of experience.
- Strong proficiency in MS Office productivity systems, specifically MS SharePoint.
- Proven capability to facilitate and run weekly leadership meetings.
- Proven capability to communicate effectively orally and in writing, with excellent briefing skills.
- Experience creating, managing, and maintaining unclassified collaboration platforms (e.g., Microsoft Teams) to organize leadership tasks, projects, and events.
- Strong knowledge of Government program report requirements and formats.
- Strong organizational skills to prepare leadership tasker and decision lists, ensuring timely awareness and action.
- Experience scheduling and coordinating stakeholder technology demonstrations on a recurring basis.

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- Familiarity with Electronic Warfare (EW) and AI workflows, with ability to assist in improving processes.
- Active TS/SCI clearance as required by the US Government contract.

#### Preferred Qualifications:

- Exposure to Naval AI/ML initiatives, EW systems, or IWE operations.
- Familiarity with data science, data analytics, or AI/ML applications facilitating systematic analysis of large data sets

**Working Environment:**

This position is 100% in-person in Norfolk, VA remote or hybrid work is unavailable.

**Benefits:**

We offer highly competitive salaries and full healthcare benefits.

**Equal Employment Opportunity:**

eSimplicity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, age, status as a protected veteran, sexual orientation, gender identity, or status as a qualified individual with a disability.

**Salary Description**

\$90,100.00 - \$95,000

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