

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP)**  
**Communications Specialist (GS-1001-12)**  
**NON-REMOTE/IN-PERSON ONLY**  
**U.S. Customs and Border Protection (CBP)**  
**U.S. Border Patrol (USBP) – Headquarters**  
**Unmanned Technology Operations Center**  
**Location:** Summit Point, WV

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

**LOCATION**

U.S. Border Patrol Headquarters  
Liaison Division  
45 Seitz Court, Summit Point, WV 25446

**REQUIREMENTS:**

Current Background Investigation/CBP security clearance  
Experience with Microsoft Office Suite, including MS Teams, PowerPoint, Publisher or other publishing software, Excel.  
Experience with ADOBE Pro software and Outlook Calendars.  
Interest in all forms of strategic communications.  
Prior logistics and communication experience is preferred but not required.  
Those with Small Unmanned Aircraft Systems (SUAS) (aka. Drone) and/or Counter Unmanned Aircraft System Programs. experience are preferred.

**INTRODUCTION:**

This position is located in the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), U.S. Border Patrol (USBP), and serves as a Communications Specialist in the Law Enforcement Operations Directorate (LEOD), Unmanned Technology Operations Center (UTOC). The incumbent(s) will work alongside and support the CBP' Small Unmanned Aircraft Systems (SUAS) (aka Drone) and/or Counter Unmanned Aircraft System Programs.

**MAJOR DUTIES AND RESPONSIBILITIES:**

In this position you will serve as Communications Specialist. Typical work assignments include:

Developing a FAST FACTS file for SUAS and CUAS to be reference for Requests for Information (RFIs) and Congressional Testimony preparation.

Developing a Monthly SUAS and CUAS Newsletter for field personnel.

Modernizing our SharePoint webpage.

As an intern, you will be responsible for researching, developing, and producing communication products and strategies to improve CBP's nationwide operations and advance the Agency's

priorities. The incumbent plans, writes, and edits internal and external publications and other communication materials to keep employees acquainted with CBP programs and news. The incumbent analyzes and evaluates the effectiveness of CBP's communications programs and products and recommends specific solutions tailored to the nature of the issues encountered and the targeted audiences.

Plans, coordinates, and drafts messages for mass dissemination to Agency employees, including, but not limited to, agency newsletters, email notifications, and messages from/on behalf of leadership. Ensures messages and content are accurate, consistent, timely, and sent using the proper channels to the appropriate audience.

Regularly reviews and assesses communication programs and products for accuracy and effectiveness. The incumbent analyzes and evaluates the effectiveness of CBP's communications programs and products and recommends specific solutions tailored to the nature of the issues encountered and the targeted audiences. Identifies current, emerging, and/ or potential problems and develops and advises on the implementation of solutions based on research. Provide status reports on managed programs.

Writes and edits internal and external communication products and materials for use across internal and external platforms. Serves as a backup Web Content Administrator for the U.S. Border Patrol managing, editing, and publishing content to the Agency's internal site(s) and applications.

Performs other duties as assigned

**How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **Army CSP/DoD SkillBridge Internship Opportunity - Summit Point, WV - Communications Specialist (GS-1001-12), U.S. Customs and Border Protection (CBP) U.S. Border Patrol (USBP)**