

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP)**  
**Communications Specialist (GS-1001-12)**  
**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 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

### **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:**

The incumbent is 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.

### **How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **CBP SkillBridge – Army CSP Internship - Communications Specialist (GS-1001-12) – USBP-HQ - Unmanned Technology Operations Center, Summit Point, WV**