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| Job Title: | Senior FOIA Training Consultant |
| Location: | QualX Corp HQ - 6564 Loisdale Ct, Springfield, VA 22150 |
| Position type: | Part Time – 1099 Consultant |
| Clearance: | Top Secret Preferred |
| Report to: | Senior Program Manager |

DUTIES AND RESPONSIBILITIES

- Develop and present a FOIA Training Program as required by QualX at entry, intermediate, and senior FOIA analyst levels to ensure personnel are qualified and skilled when entering FOIA positions in both a DoD and Non-DoD environment – including ongoing skills development for current staff, including:
 - Interpret regulations, agency enforcement codes, and organizational policies regarding release of agency documents upon receipt of request and the ability to train and develop personnel in the completion of this task
 - Translate into comprehensive and absorbable processes and slides for analysts to apply redactions to protect personal identifiers, directly or indirectly reveal trade secrets, and other information exempted under the applicable statutes
 - Show and explain contractor roles and responsibilities within FOIA and Privacy Act workflows including but not limited to:
 - Proposal of redactions for both internal components and final external release to the requestor
 - Composition of official case correspondence
 - Perfect requests with requestors
 - Negotiate additional response time
 - Make recommendations on fees and fee waivers
 - Demonstrate understanding of document markings and control procedures
 - Recognize lawfully protected marked and unmarked Nuclear and Intelligence Information

QUALIFICATIONS AND REQUIREMENTS

- Proven track record and understanding of policy regarding the analysis of unclassified and classified documents to determine the appropriate action and release procedures needed in accordance with the Freedom of Information Act (5 USC § 552), Privacy Act (5 USC § 552(a)), E.O. 13526, and applicable sections of the CFR and DoD Manuals and Instructions
- DoD Top Secret clearance preferred
- 5+ Years of FOIA processing experience
- Prior FOIA Analyst training/development experience
- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience

PREFERRED SKILLS

- Knowledge and proficiency of Microsoft Office Suite and FOIAXpress
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required
- Possess exceptional leadership and communication skills (both oral and written)

QualX Corporation is an equal opportunity employer.