

From: (b) (6)
To: [Redacted]
Subject: CVE Coordinator Support Position ...
Date: Thursday, October 22, 2015 11:52:59 AM

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DUTIES:

Advises and assists the Countering Violent Extremism Coordinator in developing and maintaining a program to support local and community efforts to counter violent extremism. Responsibilities include:

- Establishing and maintaining partnerships with federal and local authorities to prevent violent extremism and improve public safety;
- Program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field;
- Develops and documents outreach and engagement strategies and plans at the headquarters and regional levels, including working with workgroups, task forces and advisory committees and subcommittees, as well as with other Federal agencies;
- Writes briefings, correspondence, memoranda, talking points, policies, concepts of operation, standard procedures and other documents relevant to CVE activities and operations;
- Serves as a speaker, presenter, liaison and/or organizational representative to the public, the law enforcement community and various diverse civic and community groups.

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