



ArcSource Group, Inc. is a certified Woman-Owned Small Business that provides full lifecycle training, and management and IT-related services. Since 2008, ArcSource has successfully served Federal civilian and defense customers by combining program management expertise, operational experience and technical skills with innovative, effective solutions.

We are seeking a **Knowledge Management Analyst** to join our team of qualified, diverse individuals.

The position will report to the client site in Fort Sill, OK.

Candidate MUST have:

- SECRET Clearance
- KM Institute Certified Knowledge Manager (CKM) certificate

Key Responsibilities/Requirements:

- Serve as the primary KM advisor for the Fort Sill Staffs, BDEs, ADA/ FA Commandants and FCoE directorates for all matters KM related including: Process Improvement, Identifying Knowledge gaps, and knowledge transfers using various collaborative Web Based Knowledge Environments (WBKE)
- Identify and recommend enhancements to the KM program
- Analyze content delivery and usage
- Prepare and deliver Knowledge Management briefings and training
- Attend and actively participate in program meetings
- Excellent oral and written communication skills

Education and/or Experience:

- Bachelor's degree preferred
- Experience with Knowledge Management technology and software
- 3-5 years' experience as a Knowledge Management Advisor/Analyst
- 15+ years' experience supporting Air Defense and/or Field Artillery units at or above Battalion level
- Excellent oral and written communication skills

Employee Benefits:

- 401k
- Medical, Dental, & Vision Benefits



**Knowledge Management
Analyst
Job Description**

- Training
- Long-Term & Short-Term Disability
- Life Insurance
- 3 weeks PTO + Holidays
- Salary dependent on skills and experience

Working Conditions/Physical Demands:

- Work is performed at the client site in Fort Sill, OK.

Please contact: careers@arcsourcegroup.com

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing. ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.