[redacted]

STATEMENT OF WORK

SUBJECT OF WORK: Power and Propulsion Element (PPE) and related HEOMD activities Communications Support

1. BACKGROUND & DESCRIPTION OF WORK TO BE PERFORMED:

Background information**:**

The Power and Propulsion Element (PPE) will be the first element of the Gateway. The Gateway is a crew-tended spaceport in lunar orbit that would serve as a gateway to deep space and the lunar surface. PPE will demonstrate advanced high power solar electric propulsion needed for future human spaceflight, and provide station keeping and the ability to transfer the Gateway among a family of orbits in the lunar vicinity. PPE will also provide electrical power and communications for Gateway. These positions will support PPE and related HEOMD activities including Gateway and Moon to Mars.

Description of Requirement**:**

The incumbent report and provides communications support to the PPE Director and Deputy Director. The position is located in the Human Exploration and Operations Mission Directorate.

Skills include: Communications support experience including communications strategy development, technical writing, editing, PowerPoint presentation development, multimedia product definition, and social media presence and event management. Working knowledge in Excel and proficient in preparing Power point presentations. Familiar with operating electronic information technology including virtual meetings through WebEx, Skype or VITS. Proficient written and oral communication skills, organizational skills, time management, problem solving skills, and planning skills. Ability to juggle multiple tasks and priorities with logical analysis and professional demeanor. Experience with communications software and platforms including Microsoft Office and PowerPoint, WebEx, Skype, and Adobe Connect. Ability to interact with and represent the organization to senior executive leadership and staff in NASA, industry, Congressional offices, Executive Office of the President, other government agencies, international organizations, and audit and review bodies.

Duties and Responsibilities: Performs communications strategy and product development and management and analysis functions that service and/or fulfill a number of organizational requirements.

- Document and maintain a strategic communications plan, product and configuration management support for HQ PPE products including tracking and maintaining data and content. Ensure data timeliness and consistency, technical editing, senior leadership facilitation and technical writing. This includes web content, conference papers, presentation materials, and coordination of social media, events and strategies.

- In support of PPE and related HEOMD activities, develop, coordinate and implement strategies for public representation and technical and programmatic communication to promote awareness and facilitate relationships with communities external and internal to NASA and the U.S. This includes planning and implementation of interactions and dialogues, including one and two-way, through industry days and/or broad community dialogues, NASA Advisory Council and Committees, international exploration forums including ISS partners, conferences, and other broader HEOMD events as part of HEOMD and Agency communications strategy.
- Interfaces with representatives of external organizations including other Government agencies, industry, academia, and international partners.
- Assures conference system NCTS requirements are met.
- Develops and maintains effective working relationships with NASA field centers including the PPE lead center at GRC and the Gateway Program Office at JSC, other NASA Headquarters offices including Office of Communications and OIIR, other mission directorates, and Senior HEO and Agency leadership and support staffs. Produces and supports development of coordinated communications products and plans.
- Provide administrative and communication liaison and coordination with external review and audit entities, such as the General Accountability Office (GAO), Executive Office of the President (EOP) and the National Academies. Ensures appropriate procedures and protocols are followed, meetings and interviews coordinated, deliverables and actions tracked and completed, findings and recommendations tracked and appropriately dispositioned, and historical records preserved.
- In support of PPE and related HEOMD activities, maintain and coordinate updated schedule of program milestones, reviews and supporting activities, including principals' calendars, meeting agendas, and event logistics.
- Ensures sensitive matters and communications, including pre-release materials, are handled appropriately, and obtains necessary release approvals and concurrences.
- Provides administrative and editorial review and evaluation of program-related publications, reports, conference papers, presentation material, and/or written analyses.
- Independently performs programmatic and administrative management and analysis functions that service and/or fulfill a number of organizational requirements.

2. SPECIAL REQUIREMENTS OR OTHER INFORMATION

- Specific tasks may involve Sensitive But Unclassified (SBU) information including Source Selection Sensitive (SSI) in the performance of these duties.

3. PERIOD OF PERFORMANCE.

The period of performance of this task order is [redacted]

4. TASK MONITOR

[redacted]

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