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**THE CYBER SECURITY**  
FORUM INITIATIVE



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## CSFI Executive Assistant Program

### Program Overview

The Cyber Security Forum Initiative (CSFI) is launching the Executive Assistant Program to establish a dedicated team within *the Office of the CSFI President, Executive Administration, and Strategy Team*. The objective of this initiative is to enhance our administrative capabilities, directly supporting CSFI's mission to provide cyber warfare awareness, guidance, and security solutions through collaboration, education, volunteer work, and training.

### Objectives

- **Support CSFI Leadership:** Provide comprehensive administrative assistance to the CSFI President and executive team, ensuring efficient operations and strategic alignment.
- **Enhance Organizational Efficiency:** Streamline administrative processes to improve productivity and facilitate achieving CSFI's strategic goals for given tasks.
- **Foster Professional Development:** Offer opportunities for Executive Assistants to develop skills and competencies essential for adequate support in a dynamic cybersecurity environment.

### Key Responsibilities

The CSFI President will assign the following responsibilities to the Executive Assistant team:

- **Administrative Support:** Coordinate meetings, prepare correspondence, and carefully handle confidential information.
- **Communication Liaison:** Serve as the primary point of contact between the CSFI President, internal teams, and external stakeholders, ensuring precise and timely communication.
- **Project Coordination:** Help organize and execute strategic initiatives, including events, training programs, and collaborative projects.
- **Information Management:** Maintain organized records and databases, ensuring accessibility and security of critical information.



## Qualifications

- **Professionalism:** Demonstrated commitment to CSFI's mission, with the ability to represent the organization professionally.
- **Organizational Skills:** Exceptional ability to manage multiple tasks, prioritize effectively, and maintain attention to detail.
- **Communication Skills:** Strong written and verbal communication abilities, with experience in drafting professional correspondence and facilitating discussions.
- **Confidentiality:** Proven track record of handling sensitive information with the utmost discretion.
- **Technological Proficiency:** Familiarity with office software and communication tools; willingness to learn and adapt to evolving technologies as needed.

## Professional Development

CSFI is committed to the continuous growth of our Executive Assistants. Participants in this program will have access to workshops, courses, and mentorship opportunities to enhance their skills and advance their careers within the cybersecurity field.

## Application Process

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and motivation for joining the CSFI Executive Assistant Program. Applications will be reviewed regularly, and selected candidates will be invited to virtual interviews.

## Additional Information

This is a volunteer position requiring a commitment of at least one year.

- **Access to Cyber Warfare Training and Career Development:** Engage in specialized training programs to enhance your cybersecurity knowledge and skills.
- **Networking with Global Decision-Makers:** Collaborate with a vast network of over half a million cyber professionals worldwide, providing unparalleled opportunities for professional growth.
- **Contribution to CSFI's Critical Mission:** Play a vital role in advancing cybersecurity initiatives with a global impact.



## Location and Education Requirements

- **Location:** Candidates from Washington, DC, or Virginia are preferred. Exceptions may apply to NATO members and select allied nations.
- **Education:** A minimum bachelor's degree in cybersecurity, management, psychology, marketing, or national security is required.

## Screening Process

Due to the sensitive nature of these roles, candidates will undergo thorough screening and interviews with our leadership team to ensure alignment with CSFI's mission and values.

## Confidentiality and Conduct Requirements

Selected candidates must sign a Non-Disclosure Agreement (NDA) and adhere to the CSFI Code of Conduct to maintain the highest standards of professionalism and confidentiality.

## Recommendation Letter

Applicants must provide a letter of recommendation with contact information from a professional reference who can attest to their qualifications and suitability for this position.

## Conclusion

The CSFI Executive Assistant Program is a strategic initiative to build a proficient administrative team that directly supports our leadership and mission. CSFI's goal is to enhance its impact in the cybersecurity and cyber warfare domains through a collaborative and efficient administrative environment.

The Cyber Security Forum Initiative (CSFI) is a privately owned and operated, independent, non-profit entity incorporated in Omaha, Nebraska. Although CSFI strongly supports the defense of the United States and U.S. allies through the provision of cyber security-oriented educational and training programs in the United States, in other NATO countries, and in countries that are identified as "non-NATO major allies," CSFI is neither a part of, nor represents in any capacity, any U.S. Government agency, including any of the agencies of the U.S. Intelligence Community (IC), nor any other governmental entity in the U.S. or in any other country.

For purposes of clarification, the term "U.S. allies" is defined as other NATO countries and "major non-NATO allies," which are identified in 22 C.F.R. § 120.32. CSFI may, at its sole discretion, conduct cybersecurity educational or training programs in countries other than members of NATO or "major non-NATO allies" with which the U.S. trades freely, but which are not part of a defense treaty alliance with the U.S., such as Ireland and Switzerland. In no event, however, shall CSFI operate in countries, or in cooperation with persons or parties, for which a U.S.-based person or entity is required to obtain an export license or other approval, unless the required license or approval has been issued by the U.S. Department of State's Directorate of Defense Trade Controls, the U.S. Department of Commerce's Bureau of Industry and Security, or the Department of the Treasury's Office of Foreign Assets Controls, whichever is applicable.



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