



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE
FSC GROUP MAS**

**CONTRACT NUMBER:
GS-00F-172CA**

**The Rendon Group Incorporated
1875 Connecticut Avenue NW
Suite 716
Washington, DC 20009 5728
Phone: (202) 745-4900 Fax: (202) 745-0215
Contract Administrator: Sandy L Libby
slibby@rendon.com**

**PERIOD COVERED BY CONTRACT:
June 12, 2015 through June 11, 2025**

**Price List current through Mass Mod A812, signed February 3, 2020 and
Modification PS-0014, effective April 8, 2020**

**Business Size:
Small Business**

*For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create
an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The
INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.*



CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers:

SIN	Recovery	SIN Description
512110	512110RC	Video/Film Production
541611	541611RC	Management & Financial Consulting, Acquisition & Grants Management Support, & Business Program & Project Management Services
541613	541613RC	Marketing Consulting Services
541820	541820RC	Public Relations Services
OLM	OLM RC	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. *See below.*
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. *See below.*
- 2. Maximum Order: \$1,000,000.00
- 3. Minimum Order: \$100.00
- 4. Geographic Coverage (delivery Area): *Worldwide*
- 5. Point of production (city, county, and state or foreign country): *Same as company address*
- 6. Discount from list prices or statement of net price: *Government net prices (discounts already deducted). See Attachment.*
- 7. Quantity discounts: *None Offered*
- 8. Prompt payment terms: *Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: *Yes*
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Will accept*
- 10. Foreign items (list items by country of origin): *None*
- 11a. Time of Delivery: *Specified on the Task Order*
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: *Contact Contractor*



- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: *Contact Contractor*
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: *Contact Contractor*
12. **F.O.B Points:** *Destination*
- 13a. **Ordering Address:** *Same as Contractor*
- 13b. **Ordering procedures:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.*
14. **Payment address:** *Same as company address*
15. **Warranty provision:** *Contractor’s standard commercial warranty.*
16. **Export Packing Charges (if applicable):** *N/A*
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Contractor*
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
19. **Terms and conditions of installation (if applicable):** *N/A*
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. **Terms and conditions for any other services (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A*
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** *www.Section508.gov/.*
25. **Data Universal Numbering System (DUNS) number:** *144077898*
26. **Notification regarding registration in System for Award Management (SAM) database:** *Registered*



GSA Hourly Rates

SINs	Labor Category	June 12 2019- June 11 2020	June 12 2020- June 11 2021	June 12 2021- June 11 2022	June 12 2022- June 11 2023	June 12 2023- June 11 2024	June 12 2024- June 11 2025
512110, 541611, 541613, 541820	Administrative Support - I**	\$55.43	\$56.82	\$58.24	\$59.69	\$61.18	\$62.71
512110, 541611, 541613, 541820	Administrative Support - II**	\$67.74	\$69.43	\$71.17	\$72.95	\$74.77	\$76.64
512110, 541611, 541613, 541820	Executive Management Consultant	\$327.70	\$335.89	\$344.29	\$352.90	\$361.72	\$370.76
512110, 541611, 541613, 541820	Media Strategist- Level I	\$80.07	\$82.07	\$84.12	\$86.23	\$88.38	\$90.59
512110, 541611, 541613, 541820	Media Strategist- Level II	\$86.23	\$88.39	\$90.60	\$92.86	\$95.18	\$97.56
512110, 541611, 541613, 541820	Media Strategist- Level III	\$92.39	\$94.70	\$97.07	\$99.49	\$101.98	\$104.53
512110, 541611, 541613, 541820	Media Strategist- Level IV	\$107.79	\$110.48	\$113.25	\$116.08	\$118.98	\$121.95
512110, 541611, 541613, 541820	Senior Executive Manager Consultant/CEO	\$401.06	\$411.09	\$421.36	\$431.90	\$442.70	\$453.76
512110, 541611, 541613, 541820	Senior Media Strategist - Level I	\$123.17	\$126.25	\$129.41	\$132.64	\$135.96	\$139.36
512110, 541611, 541613, 541820	Senior Media Strategist - Level II	\$190.94	\$195.71	\$200.61	\$205.62	\$210.76	\$216.03
541820, 512110, 541613	Web/Internet/Experts/Subject Matter Experts	\$384.34	\$393.95	\$403.80	\$413.89	\$424.24	\$434.85



SINs	Labor Category	January 6, 2020 - June 11 2020	June 12 2020- June 11 2021	June 12 2021- June 11 2022	June 12 2022- June 11 2023	June 12 2023- June 11 2024	June 12 2024- June 11 2025
541611, 541820, 541613	Media Monitoring Analyst I	\$64.18	\$64.18	\$65.79	\$67.43	\$69.12	\$70.84
541611, 541820, 541613	Media Monitoring Analyst II	\$69.12	\$69.12	\$70.85	\$72.62	\$74.43	\$76.29
541611, 541820, 541613	Media Monitoring Analyst III	\$74.06	\$74.06	\$75.91	\$77.80	\$79.75	\$81.74
541611, 541820, 541613	Media Monitoring Analyst IV	\$78.99	\$78.99	\$80.97	\$82.99	\$85.07	\$87.19
541611, 541820, 541613	Media Monitoring, Team Manager	\$112.85	\$112.85	\$115.67	\$118.56	\$121.52	\$124.56

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Admin. Assistant – Level II	01612 - Word Processor II	2015-4281
Admin. Assistant – Level I	01611 - Word Processor I	2015-4281

*The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).*



Labor Descriptions

Senior Executive Manager Consultant/CEO

Position Summary: The CEO is responsible for providing strategic leadership for the company drive sales efforts on behalf of company. The CEO will also establish long-range goals, strategies, plans, and policies. The CEO is responsible for developing client communication and public relation policy and objectives and oversight of all implementation of all client communications plans and information operations.

Major Responsibilities:

- Provide leadership and management to ensure that the mission and company values are put into practice;
- Collaborate with the Executive and Senior Management Teams to develop and implement plans for operational infrastructure of systems, processes and personnel design to accommodate growth strategies;
- Support the development of new business presentations and marketing strategies;
- Provide Strategic counsel to heads of state, senior government and military officials and corporate clients;
- Interacts with government officials at the highest level, including Presidents, Prime Ministers and Ministers.
- Provides Strategic guidance on national and international issues.
- Coordinates efforts internationally and on a global basis with leaders and key stakeholders in world issues and crises.
- Advises senior US Government and world leaders on strategic communications policies, actions and issues.
- Provides Liaison between international elected leaders and US Government officials
- Counsel clients on strategic communication in crisis situations;
- Advise clients on policy issues as they impact the client's business strategies;
- Coordinate business meetings between business leaders and client executives;
- Manage and conduct Strategic Planning Sessions for clients;
- Act as the lead of "care and feeding" efforts;
- Represents the company with clients and among industry leaders.

Minimum Qualifications: The CEO has a Bachelor's Degree and more than 20 years of experience in international strategic communications.

Executive Management Consultant

Position Summary: Management Consultant will work with Executive Management to define the nature and extent of the problem that they have been asked to solve. During this phase, they analyze relevant data—which may include annual revenues, employment, or expenditures and interview managers and employees while observing their operations. The analysts or consultants will then develop solutions to the problem. While preparing their recommendations, consultants will take into account the nature of the organization, the relationship it has with others in the industry, and its internal organization and culture. Consultants will report their findings and recommendations to the client. Consultant suggestions usually are submitted in writing, but oral presentations regarding findings are also common. For some projects, Executive management analysts are retained to aid in the implementation of recommendations.

Minimum Qualifications: Bachelor's Degree in Business, Marketing, or related field. 10+ years of corporate consulting experience in their area of expertise.



Web/Internet Experts/Subject Matter Experts

Position Summary: Web/Internet Experts/SMEs have superior experience in any one or combination of the following: strategic and crisis communications, strategic planning sessions; the design and use of information mapping; the use of media in disseminating messages; the use of communication to achieve policy objectives; use of communication in world-wide; high-profile situations and events; project management experience or experience in theaters of conflict; strategic analysis experience and tactic experience; technical skills and experience in WebSite design; web technology; programming for websites; and other related expertise.

Major Responsibilities:

- Provide Strategic Counsel
- Provide Subject Matter Expertise in written and verbal briefings
- Review documents and provide analyzes as requested
- Research marketing plans
- Research surveys that have been conducted
- Provide technical expertise on the format and design of WebSite.
- Develop marketing plans

Minimum Qualifications Ten (10) years of work experience at the senior level in any of the following: Public Affairs, Media and Press Relations, Strategic Communications, International Public Relations, International Media Relations, and Crisis Management. BA Degree.

Senior Media Strategist – Level II

Position Summary: A Senior Media Strategist (SMS) may have multiple programs and the responsibility for the execution of multifaceted communications programs. A SMS is responsible for the overall management of the administrative needs of a program and the management of the team assigned to the program. A SMS provides guidance to team and assigns media research and communication tasks as driven by client needs. A SMS will use the analysis to manage the development of a strategic communications strategy, outline specific operational tactics, and the implementation of said strategy.

Major Responsibilities:

- Regularly monitor open source reporting as related to specific programs;
- Establish procedures to ensure timely-completion of the program team's assignment;
- Manage research tasks assigned to team;
- Serve as a liaison to the client;
- Provide regular program updates to senior staff members, to include weekly reports and regular meetings;
- Analyze program and team status, make recommendations for improvements and/or redirection of work efforts;
- Manage the development of project design, message development, positioning, strategy, and audiences;
- Develop and evaluate public relations initiatives;
- Manage the design and implement communication programs and other media-related initiatives as directed by the program manager;
- Manage the writing and/or editing of internal and external communications, news summaries, featured reports, concepts/story ideas, scripts, Public Service Announcements, status and final project reports and other written communications as requested by program manager and/or clients.
- Participate in internal and external meetings;
- Maintain detailed and complete records of program materials and resources;
- Assess working relationships and cultivate sales opportunities;
- Other tasks as requested by program manager.

Minimum Qualifications: At minimum a Bachelor's Degree in International Studies, Public Relations, or related field and 7+ years of work experience to include at least 2 years as a program or project manager.



Senior Media Strategist – Level I

Position Summary: The Senior Media Strategist supports a variety of programs with the execution of multifaceted communications programs. A Senior Media Strategist provides media analysis specific to a given client and uses the analysis to develop a strategic communications strategy, outline specific operational tactics, and the implementation of said strategy. A Senior Media Strategist supports programs with specific research and communication projects and will provide specific language skills when necessary.

Major Responsibilities:

- Research of open source information, both current and historical, to identify and obtain client specific information;
- Regularly monitor open source reporting as related to specific programs;
- Write research summaries for client distribution, both as directed and proactively;
- Serve as a liaison to the client as directed by program manager;
- Provide communications support to forward teams;
- Provide insight with regards to project design, message development, positioning, strategy, and audiences;
- Design and implement communication programs and other media-related initiatives as directed by program manager;
- Write and/or edit internal and external communications, news summaries, featured reports, concepts/story ideas, scripts, Public Service Announcements, status and final project reports and other written communications as requested by program manager and/or clients.
- Participate in internal and external meetings as requested by program manager;
- Maintain detailed and complete records of program materials and resources;
- Assess working relationships and identify sales opportunities;
- Other tasks as requested by program manager.

Minimum Qualifications: Senior Media Strategist will have a Bachelor's degree in International Studies, Public Relations, or related field and will have at least 7 years of related work experience.

Media Strategist – Level IV

Position Summary: The Media Strategist supports a variety of programs with the execution of multifaceted communications programs. A Media Strategist provides support with media analysis specific to a given client and uses the analysis to assist in the development of a strategic communications strategy, outline specific operational tactics, and to assist in the implementation of said strategy. A Media Strategist support programs with specific research projects and will provide specific language skills when necessary.

Major Responsibilities:

- Research of open source information, both current and historical, to identify and obtain client specific information;
- Regularly monitor open source reporting as related to specific programs;
- Write research summaries for client distribution, both as directed and proactively;
- Provide communications support to forward teams;
- Assist in the design and implementation of communication programs and other media-related initiatives as directed by program manager;
- Participate in internal and external meetings as requested by program manager;
- Maintain detailed and complete records of program materials and resources;
- Other tasks as requested by program manager.

Minimum Qualifications: A Media Strategist will have a Bachelor's degree in International Studies, Public Relations, or related field and have at least 7+ years of work relevant experience. A Media Strategist will also demonstrate the ability to speak a foreign language.



Media Strategist –Level III

Position Summary: The Media Strategist supports a variety of programs with the execution of multifaceted communications programs. A Media Strategist provides support with media analysis specific to a given client and uses the analysis to assist in the development in a strategic communications strategy, outline specific operational tactics, and to assist in the implementation of said strategy. A Media Strategist support programs with specific research projects and will provide specific language skills when necessary.

Major Responsibilities:

- Research of open source information, both current and historical, to identify and obtain client specific information;
- Regularly monitor open source reporting as related to specific programs;
- Write research summaries for client distribution, both as directed and proactively;
- Provide communications support to forward teams;
- Assist in the design and implementation of communication programs and other media-related initiatives as directed by program manager;
- Participate in internal and external meetings as requested by program manager;
- Maintain detailed and complete records of program materials and resources;
- Other tasks as requested by program manager.

Minimum Qualifications: A Media Strategist will have a Bachelor's degree in International Studies, Public Relations, or related field and have at least 5 years of work relevant experience. A Media Strategist will also demonstrate the ability to speak a foreign language.

Media Strategist – Level II

Position Summary: The Media Strategist supports a variety of programs with the execution of multifaceted communications programs. A Media Strategist provides support with media analysis specific to a given client and uses the analysis to assist in the development in a strategic communications strategy, outline specific operational tactics, and to assist in the implementation of said strategy. A Media Strategist support programs with specific research projects and will provide specific language skills when necessary.

Major Responsibilities:

- Research of open source information, both current and historical, to identify and obtain client specific information;
- Regularly monitor open source reporting as related to specific programs;
- Write research summaries for client distribution, both as directed and proactively;
- Provide communications support to forward teams;
- Assist in the design and implementation of communication programs and other media-related initiatives as directed by program manager;
- Participate in internal and external meetings as requested by program manager;
- Maintain detailed and complete records of program materials and resources;
- Other tasks as requested by program manager.

Minimum Qualifications: A Media Strategist will have a Bachelor's degree in International Studies, Public Relations, or related field and have at least 3 years of work relevant experience. A Media Strategist will also demonstrate the ability to speak a foreign language.



Media Strategist – Level I

Position Summary: The Media Strategist supports a variety of programs with the execution of multifaceted communications programs. A Media Strategist provides support with media analysis specific to a given client and uses the analysis to assist in the development in a strategic communications strategy, outline specific operational tactics, and to assist in the implementation of said strategy. A Media Strategist support programs with specific research projects and will provide specific language skills when necessary.

Major Responsibilities:

- Research of open source information, both current and historical, to identify and obtain client specific information;
- Regularly monitor open source reporting as related to specific programs;
- Write research summaries for client distribution, both as directed and proactively;
- Provide communications support to forward teams;
- Assist in the design and implementation of communication programs and other media-related initiatives as directed by program manager;
- Participate in internal and external meetings as requested by program manager;
- Maintain detailed and complete records of program materials and resources;
- Other tasks as requested by program manager.

Minimum Qualifications: A Media Strategist will have a Bachelor's degree in International Studies, Public Relations, or related field and have at least 6 months of work relevant experience. A Media Strategist will also demonstrate the ability to speak a foreign language.

Admin Support – Level II

Major Responsibilities:

- Schedule and organize complex activities such as meetings, travel, and department activities for all members of the Senior Management Team.
- Create and develop visual presentations for members of Senior Management Team
- Organize and prioritize large volumes of information
- Sort and distribute mail. Open mail for the President/Senior Management Team and determine level of priority.
- Handle confidential and non-routine information
- Work independently and within a team on special and nonrecurring and ongoing projects. Act as a project manager for special projects, at the request of the Senior Management, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company wide events.
- Type and design general correspondences, memos, charts, tables, graphs, business plans, etc.
- Knowledge of administrative procedures and software applications (such as Microsoft Office Word, Excel, PowerPoint, etc.)
- Manage administrative situations and issues of projects
- Maintain financial receipts and reports and coordinate with Finance Department

Minimum Qualifications:

High School Diploma or GED supplemented with course work in typing, business machine and personal computer operations and 4+ years secretarial/administrative experience. Must have knowledge of business machine operations, personal computers and related software, and accounting/billing processes



Admin Support – Level I

Major Responsibilities:

- Establish, organize, and maintain files and records
- Receive and respond to correspondence (some of which may be confidential); proofread, revise, and edit other materials for accuracy, thoroughness, and appropriateness
- Accept, screen, and route telephone calls. Resolve routine and non-routine administrative problems and answer inquiries. Greet and direct visitors, as appropriate, concerning activities and operations of department/division
- Arrange meetings and conferences, schedule interviews and appointments and perform other duties related to maintaining one or more individual schedules; coordinate travel arrangements
- Sort, screen, and distribute incoming and outgoing mail; prepares photocopies and facsimiles, and operates a variety of office equipment. May order and maintain supplies
- Ability to apply basic administrative skills to perform standardized duties (e.g., to create memos, reports, spreadsheets, exhibits for presentations, etc.)
- Knowledge of administrative procedures and software applications (such as Microsoft Office Word, Excel, PowerPoint, etc.)
- Filing and records management systems
- Ability to exercise judgment to shift priorities and organize multiple tasks simultaneously
- Manage administrative situations and issues of projects
- Maintain financial receipts and reports and coordinate with Finance Department

Minimum Qualifications: High School Diploma or GED supplemented with course work in typing, business machine and personal computer operations and 2 years secretarial/administrative experience. Must have knowledge of business machine operations, personal computers and related software, and accounting/billing processes.

Media Monitoring Analyst I

Position Summary: The Media Monitoring Analyst provides clients with real-time information as it relates to the clients specific media needs. The Media Monitoring Analyst is responsible for a wide range of services and provides support for programs as needed. The Media Monitoring Analyst will provide 24-hour real time media monitoring service in support of TRG clients. The Media Monitoring Analyst will read and analyze various open and proprietary RSS feeds including the AP and AFP news wires services and send Alerts to TRG clients based on a pre-defined methodology. The Media Monitoring Analyst will also support communication between TRG team members around the globe and support programs as needed.

Major Responsibilities:

- Monitor a pre-defined list of open source media outlets and identify articles relevant to clients needs;
- Send selected articles to relevant list-serve groups;
- Produce client products as defined by program managers;
- Research requests as requested by program managers and other members of the Senior Staff;
- Regular electronic filing of documents.

Minimum Qualifications: Media Monitoring Analyst will have a Bachelor's Degree in International Studies, Public Relations, or related field and have 0 years of work experience. A Media Monitoring Analyst will also demonstrate the ability to speak a foreign language.



Media Monitoring Analyst II

Position Summary: The Media Monitoring Analyst provides clients with real-time information as it relates to the clients specific media needs. The Media Monitoring Analyst is responsible for a wide range of services and provides support for programs as needed. The Media Monitoring Analyst will provide 24-hour real time media monitoring service in support of TRG clients. The Media Monitoring Analyst will read and analyze various open and proprietary RSS feeds including the AP and AFP news wires services and send Alerts to TRG clients based on a pre-defined methodology. The Media Monitoring Analyst will also support communication between TRG team members around the globe and support programs as needed.

Major Responsibilities:

- Monitor a pre-defined list of open source media outlets and identify articles relevant to clients needs;
- Send selected articles to relevant list-serve groups;
- Produce client products as defined by program managers;
- Research requests as requested by program managers an other members of the Senior Staff;
- Regular electronic filing of documents.

Minimum Qualifications: Media Monitoring Analyst will have a Bachelor's Degree in International Studies, Public Relations, or related field and have 6 months of work experience. A Media Monitoring Analyst will also demonstrate the ability to speak a foreign language.

Media Monitoring Analyst III

Position Summary: The Media Monitoring Analyst provides clients with real-time information as it relates to the clients specific media needs. The Media Monitoring Analyst is responsible for a wide range of services and provides support for programs as needed. The Media Monitoring Analyst will provide 24-hour real time media monitoring service in support of TRG clients. The Media Monitoring Analyst will read and analyze various open and proprietary RSS feeds including the AP and AFP news wires services and send Alerts to TRG clients based on a pre-defined methodology. The Media Monitoring Analyst will also support communication between TRG team members around the globe and support programs as needed.

Major Responsibilities:

- Monitor a pre-defined list of open source media outlets and identify articles relevant to clients needs;
- Send selected articles to relevant list-serve groups;
- Produce client products as defined by program managers;
- Research requests as requested by program managers an other members of the Senior Staff;
- Regular electronic filing of documents.

Minimum Qualifications: Media Monitoring Analyst will have a Bachelor's Degree in International Studies, Public Relations, or related field and have 1 year of work experience. A Media Monitoring Analyst will also demonstrate the ability to speak a foreign language.



Media Monitoring Analyst IV

Position Summary: The Media Monitoring Analyst provides clients with real-time information as it relates to the clients specific media needs. The Media Monitoring Analyst is responsible for a wide range of services and provides support for programs as needed. The Media Monitoring Analyst will provide 24-hour real time media monitoring service in support of TRG clients. The Media Monitoring Analyst will read and analyze various open and proprietary RSS feeds including the AP and AFP news wires services and send Alerts to TRG clients based on a pre-defined methodology. The Media Monitoring Analyst will also support communication between TRG team members around the globe and support programs as needed.

Major Responsibilities:

- Monitor a pre-defined list of open source media outlets and identify articles relevant to clients needs;
- Send selected articles to relevant list-serve groups;
- Produce client products as defined by program managers;
- Research requests as requested by program managers and other members of the Senior Staff;
- Regular electronic filing of documents.

Minimum Qualifications: Media Monitoring Analyst will have a Bachelor's Degree in International Studies, Public Relations, or related field and have 2 years of work experience. A Media Monitoring Analyst will also demonstrate the ability to speak a foreign language.

Media Monitoring, Team Manager

Position Summary: The Media Monitoring Team Manager is responsible for the daily operation of the TRG real-time media monitoring operation. The Team Manager trains, schedules, and manages the work of 6 Media Monitoring Analysts, ensures the quality of the media monitoring products and interacts with Program Managers to provide additional client support.

Major Responsibilities:

- Coordinate a daily overnight news summary briefing for members of the media monitoring team, current TRG programs, Sr. Staff, and the CEO;
- Manage the administrative needs of the media monitoring team, to include hiring, creating a weekly staff schedule and approving timesheets and submitting them to payroll;
- Manage the incoming tasks from Program Managers and the CEO and assign to qualified staff as necessary;
- Ensure the quality of all outgoing products for both external and internal clients;
- Working with the CFO, create and manage the media monitoring budget;
- Maintain a good understanding of vendor contracts and work with vendor representatives as necessary;
- Participate in sales efforts and program activities as needed;
- Carry out additional functional tasks as necessary.

Minimum Qualifications: Qualified candidate must have a bachelor's degree and 3 years of relevant work experience.



Substitutions

Awarded Qualifications			Substitution				
Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Support - I**	High School	2	0	0	0	0	2
Administrative Support - II**	High School	4	0	0	0	2	4
Executive Management Consultant	Bachelors	10	6	8	10	12	14
Media Strategist- Level I	Bachelors	0	0	0	0	2	4
Media Strategist- Level II	Bachelors	3	0	1	3	5	7
Media Strategist- Level III	Bachelors	5	1	3	5	7	9
Media Strategist- Level IV	Bachelors	7	3	5	7	9	11
Senior Executive Manager Consultant/CEO	Bachelors	20	16	18	20	22	24
Senior Media Strategist - Level I	Bachelors	7	3	5	7	9	11
Senior Media Strategist - Level II	Bachelors	7	3	5	7	9	11
Web/Internet/Experts/Subject Matter Experts	Bachelors	10	6	8	10	12	14
Media Monitoring Analyst I	Bachelors	0	0	0	0	2	4
Media Monitoring Analyst II	Bachelors	0	0	0	0	2	4
Media Monitoring Analyst III	Bachelors	1	0	0	1	3	5
Media Monitoring Analyst IV	Bachelors	2	0	0	2	4	6
Media Monitoring, Team Manager	Bachelors	3	0	1	3	5	7