

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Program Management Analyst** is responsible for providing Assistant Program Manager (APM) level support in managing group activities and coordinating dissemination of workload.

Job Code: 205 – PMA-CS

Duty Location:

Arlington, VA or Washington Navy Yard

**Minimal travel may be required.*

The SCA Analyst will:

- Develop dashboards, reports, presentations and actionable recommendations on program Cyber Security management activities.
- Manage team to develop quality and accurate work deliverables that are on schedule and under budget.
- Matrix resources to allow for maximum workload efficiency and personal/professional development.
- Think independently and demonstrate exceptional written and oral communications skills.
- Ability to lead technical studies and determine the effectiveness of technical reviews.
- Ability to translate concepts, theories and ideas into strategies, objectives and capabilities.
- Ability to think critically.

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- Ability to provide guidance in the development of project plans to include identification of resources and associate budget impacts. Ability to define processes and manage daily consultant workflow(s).
- Skilled in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Skilled in determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Using intermediate to advanced features of MS Excel to create and link multiple worksheets and charts using formulas and design Workbooks to greatly automate manual data entry tasks that will be used for multi-page informational/analytical recurring executive level reports containing data, narrative analytical explanations and charts.
- Technical understanding with ability to translate into business concepts.
- Relationship management and conflict resolution skills.
- Practical application of statistical, numerical and analytical principles and processes.
- Experience working in an IT environment in an operational capacity (i.e., Data Analyst, LAN Administrator)
- Comprehensive understanding of NGEN program activities and ability to quickly pick up Cyber terminology and strategic initiatives.
- Proficiency in Microsoft Office applications including Word, Visio, Project, and PowerPoint
- Proficient to Master level Microsoft PowerPoint, Word and Excel skills
- Excellent written and verbal communication skills
- Ability to work remotely with no on-site supervision
- Having a thorough knowledge of ITIL processes.
- Knowledge of pertinent Government laws and information technology regulations as well as applicable laws, policies, standards and guidance.

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- Knowledge of Information Technology Service Management (ITSM) processes and enterprise IT infrastructure.
- Knowledge of DoD and DON acquisition management principles, policies and procedures.

Required Qualifications:

- Bachelor's and Master's Degree or equivalent related experience
- ITIL Foundations Certification preferred
- NMCI experience preferred
- Network Cyber Security consulting experience (desired)
- DoD Consulting experience preferred, SECRET security clearance
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Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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