

FALCONWOOD INC.

We have an opening for a **Program Management Analyst** who knows their way around in the IT Operations Support environment. If you want to be part of a dynamic team and want to provide yourself with a daily challenge, this job is for you.

Again, if you are currently in the market for an exciting challenge, review the below position description to see how this immediate opportunity can be a great fit for your career path.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense 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 support the total lifecycle of Information Technology systems and applications.

Job Code: PEO – PMA

Job Description

The **Program Management Analyst** will provide analyses and development of policies, procedures, and strategies that enhance protection of critical unclassified information. The **Program Management Analyst** should have broad operational experience and knowledge. The Analyst will primarily interact with government customer, as well as contracted service provider.

Job Location

Arlington, VA

Duties and Responsibilities

- Ability to collaborate within a team environment, while keeping the overall project goal on schedule.
- Acts as the Technical Editor and Document Control Officer for all Engineering and Service Delivery document.
- Oversees the Government Program Management Work-stream and support on-site on a daily basis with client tasks.

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- Acts as the Integrated Master Schedule Coordinator.
- Provides meeting support to the weekly leadership meetings, Working level Integrated Product Teams (WIPT) on a weekly basis.
- Responsible for the Monthly Status Report: Include the previous month's productivity, metrics of key performance and reporting indicators as defined by the current PWS, list of outstanding issues including amplifying remarks pertaining to background, assumptions, constraints and recommendations, and status of projects and tasks.
- Works daily on-site at the Navy Support Facility – Arlington, VA to support client's requirements and ad hoc tasking.

Education and Qualifications

- Bachelor's degree or higher Computer Science, English, Communications or other work-related degrees.
- Must have an **Active Secret** security clearance.

The following degree or work experiences are acceptable.

- 7 years + experience in lieu of degree.

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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