

FALCONWOOD INC.

About Falconwood, Inc:

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

Falconwood, with headquarters located in Arlington, Virginia and offices in San Diego, California; Norfolk, Virginia; and Charleston, South Carolina, specializing in providing systems engineering, program and project management, process management, cyber security, Information Assurance (IA) certification and accreditation (C&A) and Innovation and collaboration services for over twelve years. Our Falconwood Team has developed partnerships with industry leaders as well as other Government agencies to bring forth cutting edge IT solutions to the warfighter.

We have an immediate opening for a **Technical Program Management Specialist** with experience managing complex technical projects / programs. This opportunity will provide technical professional management and expert support services to a Department of the Navy, Program Executive Office responsible for one of the Navy's largest Acquisition Category (ACAT) I Information Technology programs

Critical Competencies: Experience with Navy IT/ERP Programs and demonstrated technical program management support that will help with resolving implementation, operations and sustainment problems as well as provide quality information to assist the client in informed decision making.

Duty Location: Washington Navy Yard, Washington DC.

Job Description: Must have experience with providing technical program management support to leadership of a complex Information Technology (IT) system. Specifically, enterprise resource planning system upgrade and sustainment; business process re-engineering and demonstrated experience using best business practices on technology programs. Responsible for gathering status from multiple Navy and Contractor entities, research and prepare program documents such as BCAs, SLAs, white papers, program status reports, senior-level briefing materials, and actively update APM of progress. Effectively solve problems and recommend improvements.

Desired Skills:

- Strong communication skills
- Ability to work with minimal guidance and meet deadlines
- Ability to prioritize tasks
- Conduct research necessary to complete documentation such as BCAs, white papers, plans, etc.
- Perform communication with multiple Navy and Contractor entities
- Prepare presentation materials, quad charts, dash boards, for various levels of management, from Program Office to 3 Star, to allow informed decision making

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- Participate in program meetings, track decisions, action items, and follow through to ensure completion
- Actively review processes and recommend improvements, additions, and changes to provide efficiencies and increased value to the project

Qualifications:

- Must have strong Microsoft Office suite skills, especially Power Point, Word, Excel
- BA/BS Degree from and accredited university, preferably in IT Systems or Business Administration
- 5 years as a large IT system program management support
- Department of the Navy experience a plus
- PMP Certification (desired) or DAWIA III (desired)

Please reply directly to this position description with your updated resume and salary requirements to Travis Jones at tjones@falconwood.biz .

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