



TECHSOURCE[®]

A Science & Engineering Consultancy

Job Title: Program Management Specialist

Location: Washington, D.C.

Position Type: Full-Time

DESCRIPTION

TechSource seeks a Program Management Specialist to support the National Nuclear Security Administration (“NNSA”) Office of Defense Programs to perform on-site contractor functions. Work will be in the NNSA offices at the Department of Energy (“DOE”) Forrestal Building in Washington, D.C. The focus of this position will be to support NNSA Analysis of Alternatives (AoA) processes and requirements.

JOB RESPONSIBILITIES:

- Attend NNSA meetings on AoA; document meetings; and prepare and distribute meeting minutes and track action items.
- Support the development of schedules, track office deliverables, various AoA projects, and determine status.
- Support the development of program briefings; brief NNSA federal director on status of major activities.
- Establish continuity and support process improvement of the overall AoA process.
- Manage access to the shared electronic work space (i.e., SharePoint, OMB MAX) used for collaboration and development of documents.
- Attend external meetings on requirements definition; participate in requirements validation process, as necessary.
- Conduct research and perform analysis on various technical topics as requested by NNSA federal director.
- Manage, facilitate and support meetings with the Cost Estimating and Analysis Group (“CEAG”) and Cost Estimating Community of Practice (“CECOP”).
- Interface and coordinate AoA efforts with other NNSA organizations.





REQUIRED SKILLS/EXPERIENCE:

- Ten to fifteen years of increasingly responsible experience in a Federal or government contractor organization.
- Current active DOE Q or Department of Defense TS clearance.
- Demonstrable competency with Microsoft Office programs (Word, Excel, PowerPoint, Access, and Outlook) and Federal civilian and/or military central systems.
- Strong written and verbal communication skills.
- Experience with nuclear weapons programs preferred.
- Ability to meet deadlines and track and follow-through on multiple, often unanticipated daily, weekly, and monthly tasks.
- Excellent analytical, problem solving and organizational skills.
- Ability to work independently and multi-task.
- Understanding of DOE Order 413.3B (“Program and Project Management for the Acquisition of Capital Assets”) preferred.

REQUIRED/PREFERRED EDUCATION:

Bachelor’s degree or equivalent relevant experience. Master’s degree preferred.

ABOUT TECHSOURCE, INC.

TechSource is a nationally recognized engineering and consulting firm specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 600 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource’s outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.