



## Project Manager Assistant

Evoke Research and Consulting is seeking a Project Manager Assistant to join our team!

A Project Management Assistant is defined as a person with at least one (1) year of experience using project management principles, and supporting a Project Manager or a Program Management Office. Project Management Assistants shall provide project management assistance support services to government staff offices and business lines for a variety of projects. The project management support approaches should be consistent with project management best practices, notably those specified by PMI's PMBOK Guide and SEI's CMMI.

### ***Specific Duties and Responsibilities:***

Expected service requirements include, but are not limited to, the following:

- Coordinate project products by collecting and analyzing status inputs, as well as producing reports based on the results
- Input and manage project work stream schedules in the corporate management tool Microsoft Project
- Maintain and analyze project costs and schedules
- Track project metrics to be used by management to judge project progress
- Implement change control procedures to be applied to project products, such as plans, schedules, requirements, and technical documents
- Provide ad hoc and recurring output products to convey the status of the project in terms of cost, schedule, and performance
- Integrate existing project materials into new and existing information repositories as directed
- Coordinate project meeting schedules, agendas, and meeting minutes

### ***Requirements:***

#### ***Education:***

B.S. or B.A.

#### ***Security Clearance:***

Applicants selected must be U.S. Citizens and will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

*For more information or to apply, please visit [www.evokeconsulting.com/careers](http://www.evokeconsulting.com/careers)*