



Project Manager

Evoke Consulting is a Service-Disabled, Veteran-Owned Small Business (SDVOSB). We are looking for a Project Manager to join our team.

Our Project Manager will support our client based in Washington DC with a full range of activities including general Project Management support. This person will work closely with managers and their support staff, and perform general project and business management activities as assigned.

Specific Duties and Responsibilities:

The successful candidate will be able to perform many different assignments with regards to Project management internal processes and objectives. This person will work to help evaluate, define, and make appropriate recommendations that will positively impact operations and reporting effectiveness. They will assist the client in prioritizing projects within the portfolio, addressing special projects identified by the client, and support overall project management operations and maturity.

The following provides list of likely activities and responsibilities of the successful candidate:

- Must work well in a cohesive team consisting of federal employees, fellow consultants and other contractors
- Develop and maintain WBS and project schedules using MS Project or Project Server
- Prepare and maintain executive-level project briefings
- Develop and maintain project risk/issue registers and provide analysis to client
- Develop and maintain and use project repositories using MS SharePoint
- Tailor and deliver weekly and monthly project status reports to the client
- Develop stakeholder relationships and provide direct support to Government project managers and staff

Prepare and support creation and maintenance of project lifecycle artifacts such as, but not limited to:

- WBS and Project Schedules
- Functional and Technical Requirements Documents (FRD)
- Project Management Plans (PMP)
- Risk Management Plans (RMP)
- Concept of Operations (CONOPS) Documents / Mission Need Statements (MNS)
- Analysis of Alternatives (AoA)

Requirements:

Education:

BS in Business Management, Project Management

Certifications:

PMP Preferred



Experience:

- Personally managed small-large scale projects, 5-7 years exp.
- Public speaking with small groups (preferred)
- Client-facing consulting with 3-5 years
- MS Project proficiency at the intermediate or advanced level (Project Server experience a plus)
- MS PowerPoint (highly preferred)
- MS Excel (highly preferred)
- Ad Hoc reporting using MS Office software

Security Clearance:

Applicants selected must be U.S. Citizens and will be subject to a government background check and must meet eligibility requirements for a public trust clearance.

For more information or to apply, please visit www.evokeconsulting.com/careers