**22-050 Mid Program Management Specialist | Washington, DC**

**Program Management Specialist (Cybersecurity)**

**YEARS OF EXPERIENCE:** 3 Years             **DOD CLEARANCE:** Active DoD Clearance **- Required**

**TRAVEL:** >10%                                               **Education:** BS/BA **- Required**

**BENEFITS:** Medical, Dental, Vision, 401K,    **TYPE:** Full-Time

**SALARY:** Very Competitive

**SUMMARY:** We are seeking Program Manager to join our team and be part of a growing small business that values its employees. We strive to create a positive work environment and provide our staff with a competitive salary and benefits package, all while offering excellent opportunities for advancement.

**Key Role:**

* A successful candidate will have experience cybersecurity terminology, best practices, and general application with enterprise business systems. Assist in the creation and updating of guidance related to Program Management processes, roles, and responsibilities, and business rules. working in a government or DoD environment. They will be responsible for maintaining project Management Team Quad Charts, reviewing all program office team cyber security communications for technical and error-free (briefs, white papers, and diagrams) prior to submission to government clients. Support reviewing weekly Cybersecurity and Operational Reliability Testing reviews, delivering summary of projects and relevant information needed by client decision makers to ensure reliable networking operations. Coordinate and assist clients with monitoring performance and progress against plans, baselines, and requirements. Work with team and external stakeholders on updating project plans, schedules, and budgets. Manage Cyber Risk and Issue Tracker – updating risks/issues and reviewing their mitigation plans for all projects under review. Maintain organizational documentation (Org Chart and staffing levels) to ensure team leadership is able to manage adequate and appropriate (fit and fill) staffing requirements.

**REQUIRED SKILLS:**

* 3 or more years of demonstrated experience in DoD Acquisition Management
* Experience with DoD program management and acquisition management for ACAT programs across the acquisition life cycle, including cost, schedule, and performance
* Experience coordinating budget, costing, acquisition and contract input for program/project cost, schedule and performance estimates and draft work products.
* Have experience preparing Program/Project Leadership for external Program management reviews, assist in Program Management briefing material creation and editing
* Have experience consulting with Program/Project subject matter experts (SMEs) regarding background information in support of work activity descriptions and impacts.
* Proficient in Microsoft Office products: Word, Excel, and PowerPoint

**PREFERED SKILLS:**

* Self-starter with excellent attention to detail skills, data entry skills, and can communicate well.
* A team player who has excellent writing and communication skills; able to Independently develop and communicate senior-level point papers, briefings, and correspondence, including pre-screening read-ahead and draft executive summaries as requested
* DAWIA Program Management Level II or Project Management Professional (PMP) Certification
* Possession of excellent oral and written communication skills, including using computers proficiently to effectively communicate complex procurement regulations, contract strategy, processes, and procedures

Titanium Cobra Solutions is an organization that has a long history of GETTING THE JOB DONE; on-time, on-budget, and within the highest standards of quality. Our staff has a passion to truly make a difference for our client community by tactfully challenging the status quo, while delivering effective solutions that create business value for our customers. Our solution-focused team is a collection of technical, project, and process-oriented professionals who collectively make the impossible, possible. If you are up to the challenge of an always evolving agile organization with ideals that value their personnel’s value – Come join our team.

Please send your cover letter and resume to: [careers@titaniumcobra.com](mailto:careers@titaniumcobra.com)

For more exciting career opportunities please visit: <https://www.titaniumcobra.com>

**EOE STATEMENT**

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

Job Type: Full-time