

# **PROGRAM MANAGER II**

## **Company Overview**

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

## **Job description**

Provides project architecture, work breakdown structure, performance measurement standards and matrices as well as technical leadership of the day-to-day project services delivered. Is responsible for individual business elements conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

1. Manage short (several months) and long-term (up to a year) projects involving multiple team members representing different departments based across multiple time zones globally
2. Use web-based project management tool to ensure development processes are followed and projects are on time and within budget and specification
3. Manage project initiation, planning and status meetings and send ongoing communications to the project team and outside partners related to program goals and status
4. Coordinate meeting material development, logistics and provide onsite management assistance for content presented live or captured in a video studio
5. Communicate potential project delays and accelerations and work with Team Lead to overcome issues
6. Track project-related expenses and support invoice payment processing
7. Serve as point of contact for external partners/vendors to provide materials necessary to perform their project-related tasks
8. May travel up to 15% to perform tasks outlined above.
9. Complete other responsibilities, as assigned.

## **Required Qualifications:**

- Bachelor's degree and a minimum of 15 years experience.

- Excellent communication, interpersonal, organizational, and analytical skills are required.
- Working knowledge of word-processing and integrated software applications is required.
- Position may require travel.
- Position may require the ability to pass and maintain a Security Clearance..
- **PREFERRED:** The candidate shall have an active Secret security clearance at the time of hire and throughout the life of the contract.
- **PREFERRED:** Experience working with DoD, the VA, and NGB a plus.

### **Benefits**

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays