



**POSITION ANNOUNCEMENT (July 2022):
PROJECT MANAGEMENT OFFICE (PMO)
PMO Contracts & Project Management Analyst**

Position Overview

Lux Consulting Group, Inc. (Lux) seeks to hire an exceptional individual to be an essential part of the internal operations of our small consulting business, which is focused on federal government contracts and projects with social and science missions. Reporting to the Vice President for the Project Management Office (PMO), the *PMO Contracts and Project Management Analyst* supports administration of federal government contracts and the start-up, management, and closeout of projects. The contracts element of this role includes analyzing and maintaining contract documents and related systems. The project management element of this role includes providing direct support to Project Directors on different projects to assist with their project planning, scheduling, budget reviews, and projected vs. actual project expenditures.

This position is full time, but less than full time will be considered for well qualified candidates. This position is primarily remote/telework, although occasional travel to meetings, training events, and site visits will be required.

Essential Functions

- Maintain online contract files, review contracts to extract essential information, and understand this information, and be able to explain it to other stakeholders within Lux.
- Maintain online systems that describe the contracts, modifications, and related matters.
- Provide direct support to Project Directors on different projects under federal contracts to assist with their project planning, scheduling, budget reviews, and projected vs. actual project expenditures, which includes understanding this information helping the Project Directors interpret the information to make decisions on their projects.
- Set-up and maintain spreadsheets that display budgeted and actual expenses on projects, which includes engaging with other departments to retrieve information.
- Support online tools that schedule and track project activities, which includes engaging with project personnel and other departments to retrieve information.
- Help projects adapt to contract modifications and/or changes on projects, including adjusting various systems, spreadsheet and tools as necessary.
- Setup and/or facilitate project kick-off meetings, regular check-in meetings, and close-out meetings with Project Directors and other stakeholders as necessary.
- Help maintain and improving processes and procedures,
- Train other staff on processes and procedures, and how to use contract and project management data for decision-making on projects.
- Communicate effectively with colleagues.
- Provide related administrative support and/or other duties as required.

Qualifications

- Bachelor's Degree in Business, Project Management, Accounting, or a related subject, plus at least 2 years of relevant experience required.
- Relevant professional certification preferred.
- Experience working with federal government contracts is strongly preferred.
- Proficiency with MS Office suite of applications, including Excel, and Outlook required.
- Some experience with web-based project management tools required.
- Ability to coordinate and prioritize multiple tasks in a fast-paced environment required.
- Interest and/or enthusiasm for projects focused on social and/or science missions preferred.

What We Offer

- A fun, dynamic working environment with an energetic and diverse team.
- An inclusive culture where everyone is welcome.
- Competitive compensation commensurate with experience.
- Medical, Dental and Vision coverage.
- Short & Long Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 6 months of employment).
- Paid Time Off (PTO)- Full Time Accrual.

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

Lux Consulting Group, Inc.

Lux)is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer. Learn more at www.luxcg.com.

How To Apply

Interested candidates should submit a resume, cover letter, and contact information for two references at jobs@luxcg.com. The cover letter should include the name of the position. www.luxcg.com/open-positions/