



VECRA is seeking a Full-Time Program Manager

VECRA, Inc. seeks a PMP-Certified Program Manager responsible for all services performed under this statement of work.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Job Description

The Project Manager will serve as the single point of contact for the Contracting Officer and the COR on behalf of VECRA.

QUALIFICATIONS and REQUIRED SKILLS:

- An active PMI Project Management Professional (PMP®) or PMI Program Management Professional (PMP®) Certification
- Demonstrated experience with management, manpower utilization, and supervision of employees (including subcontractors) in various labor categories and skills in projects similar to the statement of work requirements.
- Demonstrated experience in a quality assurance environment for requirements like those in this statement of work.
- Demonstrated experience in government acquisitions and contracts.
- Demonstrated experience in SharePoint.
- Demonstrated experience in the development of training techniques.



- Demonstrated written and verbal communication skills, including experience in presenting material to senior Government officials.
- The Project Manager shall be able to read, write, speak, and understand English fluently.
- Minimum 7 years' experience. Minimum of 3 years demonstrated experience:
 - Developing schedules and formulating work plans.
 - Creating long and short-term plans and milestones.
 - Performing project quality control.
 - Managing teams of 20+ personnel.
 - Supporting CISA and knowledge of various CISA Divisions and Mission Enabling Offices (MEO) mission areas.

EDUCATION

- BS in Computer Science or related education with at least 7 years' experience. Minimum of 3 years of demonstrated experience
- Combined years of experience may be substituted for Education

OTHER

- **Work Schedule:** Monday – Friday, 8:00 AM to 5:00 PM EST
- **Location:** Telecommuting for federal government contractors will be considered on a situational basis to the extent practicable to meet mission needs; occasional onsite is required.
- **Onsite Location:** Arlington, VA
- **Other:** DHS Fitness Determination
- **Salary:** Determined based on experience and education

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.



VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line: Program Manager**