



Program Manager

ROLE

We need a Mid-Level Program Manager for the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D supports the command mission of designing, building, delivering and sustaining the U.S. Navy's ships, submarines and systems through its strategic communications efforts. SEA 00D is responsible for providing the strategic guidance, planning and execution support for all enterprise-wide internal and external communication, including marketing requirements and legislative engagement. Your role as a Program Manager for the SEA 00D will be to provide management support that coordinates and executes projects for public affairs, congressional affairs, visual information and multimedia, and technical library/archive, aligning with SEA 00D's mission and goals. You will be providing training and development to maintain skills and follow industry standards. You will ensure that contract personnel are positioned to successfully develop and execute the near and long-term plans needed to meet contract requirements.

Apply today!

RESPONSIBILITIES

- Provide workload management and oversight of contractor personnel accomplishing tasks.
- Provide support for public affairs products as needed, such as presentations, press releases, briefs, audits, communications plans, still or video photography and post-production editing.
- Support product development in alignment with the Task areas prescribed herein.
- Develop and submit Monthly Labor Summary Report to the COR.
- Develop and submit Monthly Contract Cost and Performance Report to the COR.
- Develop and submit Monthly Personnel Report to the COR.

REQUIRED SKILLS/EXPERIENCE

- Minimum of 4 years of experience in a relevant field of study or experience in a related area within DOD/Navy programs.
- Working knowledge of NAVSEA, Congress, the Navy and Department of Defense.
- Five years' experience as a project manager.
- Demonstrated experience managing and supervising a team in a fast-paced, dynamic environment.
- Ability to institute program management execution plans.
- Ability to produce edited products that clearly and logically convey complex information and ideas.

REQUIRED EDUCATION / CERTIFICATIONS

- Bachelor in the field of English, or Communications or related field.



LOCATION

- Washington Navy Yard, DC 20376

CLEARANCE

- Secret Clearance Required

CLIENT

- Department of the Navy (DoN), the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D

TRAVEL

- Travel may be required

WORK HOURS

- 40 hours a week, 8 hours a day

EMPLOYMENT CLASSIFICATION

- Employment Classification Eligibility — W2

RELOCATION

- Not eligible for relocation benefits

Other Considerations: *applicants will be subject to a background investigation. Individual's primary workstation is in an office area. The noise level in this environment is low to moderate. Regularly required to sit for extended periods up to 80% of the time; frequently required to move about to access file cabinets and use office equipment such as PC, copier, fax, telephone, cell phone, etc. Occasionally required to reach overhead, bend, and lift objects of up to 10 lbs. Specific vision abilities required by this job include the use of computer monitor screens up to 80% of the time.*