



Job Description: Junior Program Manager

Position: Junior Program Manager at The Outpost LLC

Location: Washington D.C. Metro Area

Contact: careers@theoutpost.com

About The Outpost LLC:

The Outpost, LLC is a forward-thinking advisory and technology accelerator firm, committed to addressing complex challenges at the intersection of Technology, National Security, and Capital. Our mission is to accelerate the deployment of innovative technology solutions within the defense sector, significantly impacting national security. Our team comprises industry insiders, DoD experts, and former operators, all dedicated to fostering a culture of excellence and embodying our core value of "DOING GOOD."

Position Overview:

The Junior Project Manager will play a crucial role in supporting Innovation Support Service contracts across multiple federal agencies. This position offers a unique opportunity to work at the intersection of innovation and government, contributing to the successful execution of projects that drive transformation and efficiency. The ideal candidate will have a passion for project management, excellent organizational skills, and a keen interest in working within the federal landscape.

Key Responsibilities:

Project Coordination: Assist in the planning, execution, and closing of projects. Ensure all project objectives are met within the specified timeframe and budget.

Stakeholder Communication: Maintain clear and consistent communication with project stakeholders, including federal agency partners, internal teams, and third-party vendors. Documentation and Reporting: Prepare and maintain project documentation, including project plans, status reports, and meeting minutes.

Risk Management: Identify potential project risks and assist in developing mitigation strategies.

Support Senior PM: Provide administrative and logistical support to the Senior Project Manager, including scheduling meetings, coordinating tasks, and tracking project progress.

Innovation Tracking: Monitor and report on innovation trends and best practices relevant to project objectives and federal agency needs.

Qualifications:

Education: Bachelor's degree or equivalent experience in Business Administration, Project Management, Public Administration, or a related field.

Experience: 1-2 years of project management experience, preferably in a federal contracting environment.

Security Clearance: Must be able to obtain a public trust security clearance.

Skills:

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in project management software (e.g., MS Project, Asana, Trello).
- Basic understanding of federal contracting processes and regulations.
- Ability to work collaboratively in a team environment.

Preferred Qualifications

- Certification: PMP or CAPM certification is a plus.
- Experience: Previous experience in federal innovation or technology-focused projects is highly desirable.
- Knowledge: Familiarity with agile project management methodologies.

Compensation:

Competitive salary, commensurate with experience and skills, along with a comprehensive benefits package.

Application Process:

If you are excited about the opportunity to lead at the forefront of innovation, work closely with our leadership team, and meet the above qualifications, we invite you to submit your resume, a cover letter, and any additional relevant materials to

careers@theoutpost.com.

At The Outpost, LLC, we are dedicated to building a diverse and inclusive workforce and encourage candidates of all backgrounds to apply.