Role: Sr. Consultant, Program Management (Full-Time)
Location: Washington, DC (US)

WHITTY IT SOLUTIONS is seeking a highly motivated candidate to provide program support to the Department of Veterans Affairs (VA) Financial Management Business Transformation (FMBT) program. The candidate will report directly to the Program Advisor for the VA's National Cemetery Administration (NCA) and will regularly interface with high-level NCA stakeholders including the Director of Finance, Director of Budget and Director of Acquisition. There is some travel required for this role including visits to the VA's district offices around the country. Travel is approximately six (6) times a year.

SPECIFIC RESPONSIBILITIES
- Support all programmatic needs for the VA National Cemetery Administration (NCA) including documentation, project coordination and communications
- Support analysis of NCA's business processes including development of business flows
- Identify, track and manage risks, issues and lessons learned
- Work with the Project Management Office (PMO) in creating and tracking NCA activities within the program Integrated Master Schedule (IMS)
- Develop program briefings
- Support organizational change management activities including change readiness assessments and stakeholder analysis
- Attend meetings and document minutes for distribution to NCA stakeholders
- Provide meeting support including logistics and agendas

REQUIRED SKILLS & QUALIFICATIONS
- Demonstrated analytical, problem solving and agile skills
- Demonstrated commitment to team success
- Passion for delivering powerful/easy-to-use products/services
- Must possess excellent communications and interpersonal skills
- Strong commitment to developing the team's Agile skills and software development
- Project analyst experience on federal government contracts
- Education: Bachelor's degree plus minimum 5+ years' experience in a business analyst, executive assistant role at a C Level
- Strong communication skills

SECURITY REQUIREMENTS
- Ability to pass pre-employment background investigation, including credit check
- Ability to obtain and maintain a Public Trust clearance

DESIRED EXPERIENCE
- Knowledge of and experience with applying PMBOK principles
- Prior experience working with VA AND/OR Federal/large enterprise systems a plus

Whitty IT Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, national origin, sex/gender, pregnancy, religion, age, marital status, sexual orientation, military/veteran status, disability, genetic information/history or any other personal characteristic protected by law. Whitty IT Solutions welcomes all individuals with disabilities and protected veterans to apply for our jobs.

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