



## **Mid-level Program Analyst**

Constellation Aviation Solutions (CAS) is a prime support contractor providing surveillance, telecommunications, and automation technical services to the FAA. We are seeking a full-time detail oriented, motivated and responsible Mid-level Program Analyst ready to join our team of professionals who interact directly with our customers to bring about modernization to government mission-critical systems and infrastructure. You must be an initiative-taker capable of leading projects independently and interacting with a geographically dispersed team of government staff and other government contract personnel possessing a broad spectrum of professional disciplines to achieve the customer's objectives. *This position is contingent upon customer approval.*

### **RESPONSIBILITIES:**

- Develop and analyze weekly/monthly reports on business related metrics.
- Identify potential project trends and risks to management.
- Devise or modify procedures to enable management to make program decisions based on cost benefit analysis and schedule considerations.
- Assist with project procurement activities and travel processing/approval tracking.
- Act independently or as a member of a project team responsible for providing guidance concerning the business implications of the application of various systems.
- Assist with developing and managing task order budgets, monitoring costs so they align with work scope, performing financial forecasting to predict depletion of funds, and assessing period funds balances to fund obligations so tasks are delivered on time and within budget.
- Collaborate with the Program Manager to allocate team resources, track monthly expenditures against the teammate's work scope and schedule to ensure fiscal responsibility.
- Provide accurate and timely input into weekly, monthly and quarterly reports and presentations for internal and external use.
- Collaborate with the Program Manager, engineers and internal finance staff to ensure project activities are aligned with targets.
- Support the Program Manager and project staff in day-to-day operations to meet program needs.
- Maintain a deep understanding of FAA programs and technical requirements, aligning strategies with program goals.
- Monitor project schedules and contributing to integrated schedule analysis and reporting.
- Ensure compliance with FAA and company management standards and procedures.

### **QUALIFICATIONS:**

- Must hold a bachelor's degree in any discipline with a minimum of 6 years of experience, OR an associate's degree in any discipline with a minimum of 12 years of experience, OR High School diploma or GED and 15 years of related experience.
- Strong organizational skills with the ability to manage multiple projects and prioritize tasks effectively.
- Ability to think strategically and develop innovative solutions that solve customer concerns.
- Must be able to read, write, and speak English fluently.



- Must be proficient in using the MS Office Suite including Excel and MS Project, Teams and collaboration tools.
- Candidate must pass a drug screening as part of the pre-employment process.
- Prefer financial experience with government contracting.

**LOCATION:** This is a remote position. However, the candidate must live in the contiguous US.

**TRAVEL:** Infrequent travel may be required.

**SECURITY:** Candidate must be a United States citizen or a resident alien who has been lawfully admitted for permanent residence in accordance with the Alien Registration policy established by the U.S. Immigration and Customs Enforcement. Candidate must be able to submit to and complete the appropriate background investigation and security via the Standard Form (SF) 85P, Questionnaire for Public Trust Positions.

**BENEFITS:**

- Comprehensive medical, optical, and dental insurance for employees and dependents
- Paid time off
- (11) company holidays
- Matching 401K
- Remote work flexibility
- Life insurance
- AD&D insurance for employees
- Tuition Assistance
- Flexible Spending Account
- Health Saving Account
- Bereavement Leave for an immediate family member