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	Reviewed by: Sheree Kato	Approved by: Christopher Caliedo

The Program Coordinator provides direct administrative and operational support to the Program Manager (s) on Department of Defense contracts. Provide direct support to the Program Manager (s) on DoD government contracts, including task tracking, schedule coordination, correspondence, and day-to-day contract administration.

Responsibilities:

- Assist PMs on purchasing cost effective materials to include tracking ETA to ensure it meets the deliverable date.
- Track, compile, and quality-check contract deliverables; monitor due dates and escalate risks to the Program Manager before deadlines are missed.
- Regularly brief Senior Executives on contract status, upcoming due-outs, staffing posture, compliance items, and issues requiring leadership attention.
- Maintain a detailed tracking system for employee training and certifications; monitor currency and drive completion to reduce non-compliance.
- Support personnel actions related to assigned contracts, including timekeeping coordination, travel administration, and employee relations referrals as appropriate.
- Prepare meeting agendas, minutes, action-item logs, and executive-ready status products for program reviews and customer meetings.
- Maintain organized contract files (electronic and hard copy) consistent with company procedures and government records requirements.
- Provide support to include: capturing program initiatives and requirements, implementing document templates, developing workflows, integrating schedules, preparing briefings, setting up meetings, capturing and tracking action items, writing and distributing the meeting minutes.
- Create and maintain project documents, management spreadsheets, presentations, and project-related databases.
- Aid in managing programs and projects, including drafting project documents, coordinating institutional approvals, monitoring spending plans, and supporting technical programmatic reviews.

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- Identify problems or inconsistencies, monitor project progress, document and report adverse events, and recommend corrective actions.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate degree or equivalent combination of education and relevant experience; bachelor's degree preferred.
- Experience supporting DoD or other federal government contracts in an administrative, program support, or coordinator capacity.
- Demonstrated ability to brief senior leaders clearly and concisely on status, risks, and due-outs.
- Strong organizational skills with proven experience building and maintaining tracking systems (training, certifications, deliverables, or similar).
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and common collaboration tools.
- U.S. citizenship required. Ability to obtain and maintain a DoD security clearance at the level required by the contract.
- Excellent written and verbal communication skills; professional presence with government customers and company executives.

PREFERRED QUALIFICATIONS

- Prior support to Navy, Marine Corps, NAVSEA, MSC, or other marine/naval programs.
- Familiarity with contract deliverable requirements (CDRLs), contract data requirements, and government program-review cycles.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage multiple contracts, calendars, and competing priorities with accuracy and discretion.
- Tact and judgment when handling employee-relations matters and government-contractor interface issues.

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- Attention to detail in compliance tracking, financial reimbursement packages, and executive briefings.
- Comfort working in a regulated, security-conscious marine/DoD environment.
- Knowledge of safety and environmental regulations.
- Ability to manage multiple priorities and work cross-functionally.
- Demonstrated ability to protect and maintain confidential information
- Successful candidates will be able to work in an environment that utilizes excellent time and stress management skills.
- Be a proactive team player who thrives in a fast-paced environment and works well with diverse teams to achieve shared goals and objectives.
- Ability to work all shifts and extended hours as needed.
- Valid driver's license and clean driving record.
- Reliable transportation to all worksites and other locations required by the position at the start of the shift.

WORK ENVIRONMENT

Work is performed in an office and program-support setting associated with DoD marine/naval contracts. Occasional travel to customer sites, shipyards, or other contractor locations may be required. Hours may flex around deliverable due dates, program reviews, and contract-award onboarding surges.

PHYSICAL AND SECURITY REQUIREMENTS

- Ability to sit, stand, and work at a computer for extended periods; lift up to 20 pounds occasionally (files, award materials, onboarding packets).
- Must meet all contract, facility, and base-access requirements, including background investigation and badging.
- Must be able to successfully pass a pre-employment criminal background check and drug/alcohol screening.
- Must be able to obtain and maintain a security badge for military installations and civilian shipyards, as required.

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Compensation & Benefits

- Competitive wages
- Competitive employee benefit package