

### 1. PROJECT MANAGER

**Functional Responsibility:** Manages multiple projects and project managers. Serves as the overall lead or director on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

**Education:** MA/MS desired; BA/BS required

**Experience:** 5 or more years relevant experience

### 2. ASSISTANT PROJECT MANAGER

**Functional Responsibility:** Serves as a lead on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Assistant Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

**Education:** MA/MS desired; BA/BS required

**Experience:** 3 or more years relevant experience

### 3. ADMINISTRATIVE ASSISTANT

**Functional Responsibility:** In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spread sheets and graphics as desired; other duties as assigned.

**Education:** High school degree

**Experience:** 2 or more years relevant experience

### 4. WEB PROJECT MANAGER

**Functional Responsibility:** Responsible for web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and products and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 5. WEB DESIGNER

**Functional Responsibility:** Under general supervision, designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Develops applications based on current, new and future net-based applications. Requires significant graphics and design experience as well as HTML knowledge.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 6. WEB SOFTWARE DEVELOPER

**Functional Responsibility:** Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508 - compliant web applications for relational database and/or data retrieval systems.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 7. WEB CONTENT ADMINISTRATOR

**Functional Responsibility:** Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Requires experience in production management, web page design, HTML, and web graphics types and standards.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 8. INTERPRETER

**Functional Responsibility:** Possess skills in a broad range of general interpreting assignments. Are used in general assignments, including, but not limited to, staff/business meetings, interviews, training courses, conferences and education classes.

**Education:** a minimum of an Associates Degree in relevant area. An additional 2 years of experience in the relevant area may be substituted for an Associate's Degree.

**Experience:** 3 or more years in interpreting services. Interpreters must have demonstrated proficiency in grammar and spelling

### 9. TOUR GUIDE/ESCORT

**Functional Responsibility:** Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries. Speak foreign languages to communicate with foreign visitors. Possess skill in speaking, active Listening, social perceptiveness, service orientation, and reading comprehension. Possess ability for oral expression, oral comprehension, speech clarity, speech recognition, and problem sensitivity.

**Education:** Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

**Experience:** Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed 3 or 4 years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

### 10. STATISTICIAN

**Functional Responsibility:** Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develop study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.

**Education:** Master's degree in finance or related field

**Experience:** 8 or more years relevant experience

### 11. EVALUATION SPECIALIST

**Functional Responsibility:** Supports evaluation efforts through extensive information gathering, report generation, and data analysis.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 12. AUDIO/VISUAL COORDINATOR

**Functional Responsibility:** Provides videoconferencing services for various groups. Receives requests for videoconferencing services, schedules events with videoconferencing coordinators, works with requesters concerning meeting requirements, sets up and tests equipment including peripherals, trains users as necessary, handles controls or peripheral equipment for high-profile meetings, breaks down and stores equipment between uses, and provides audiovisual assistance as requested. Uses computer equipment and software for E-mail, videoconferencing scheduling, word processing, spreadsheets, databases, or Internet access. Attends videoconferencing facilitator meetings and annual refresher seminars. May perform work in video related areas such as videotaping, photography, equipment maintenance, database updates, or equipment research.

**Education:** High school degree

**Experience:** 2 or more years relevant experience

### 13. LOGISTICAL/TECHNICAL SUPPORT SPECIALIST

**Functional Responsibility:** Performs logistics tasks associated with logistics engineering, scientific or general data processing functions within Governmental and/or civil development. Acquisition, sustainment and/or operational environments, interfaces with individual users to resolve operational and/or business processes, and/or routine technical, problems. Coordinates tasks with other employees, trains and assists less-experienced personnel. Participates as individual contributor and as member of multiple cross functional integrated product teams and/or functional area teams.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### 14. CONFERENCE MANAGEMENT DIRECTOR

**Functional Responsibility:** Provides oversight on conference management projects. Serves as a lead on complex projects and multiple agency contracts and serves as the principle liaison between the contractors and multiple government agencies. The CMD is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively and efficiently, on time and within budget. Coordinates manpower and resources for conference projects. Assures quality control programs are in place and consistent on all projects assigned.

**Education:** BA/BS required

**Experience:** 5 or more years relevant experience

### 15. GRAPHIC ARTIST

**Functional Responsibility:** Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and/or other types of exhibits and their accompanying materials. Designs graphic materials for project presentations.

**Education:** Associates or formal training in Graphic Design or acknowledged mastery and recognition as a professional artist.

**Experience:** 3 or more years relevant experience

### 16. SCIENTIFIC WRITER

**Functional Responsibility:** Combine an understanding of the sciences and an ability to write well. This interdisciplinary position involves analyzing scientific data and translating the information into writing that can easily be understood by readers. A bachelor's degree as well as a background in a scientific field is usually required. Responsible for composing a variety of documents about physical, medical, chemical or biological sciences. Write for a variety of media, including periodicals, books, websites and newspapers. Readers of these publications can be experts or laypeople, so science writers are responsible for conveying information to a wide audience successfully.

**Education:** Bachelor's Degree in as well as a background in a scientific field

**Experience:** between 3 to 5 years relevant experience

### 17. SENIOR WRITER

**Functional Responsibility:** Formulates and writes copies for projects including fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets web site text, and PSA scripts. Collaborates with subject matter experts, researchers, and graphic artist to produce documents.

**Education:** Bachelor's degree in Journalism, Communication, English, or related field

**Experience:** 5 or more years of experience.

### 18. JUNIOR WRITER

**Functional Responsibility:** Provides technical writing support for project deliverables. Conducts research, identifies subject matter experts, and conducts interviews. Gathers data and collates and organizes facts for inclusion in written products. Develops drafts and submits them for review. Proofreads copy written by project team members and client. Plans web and print products.

**Education:** Bachelor's Degree in Journalism, Communication, English, or related field

**Experience:** 3 or more years of technical/editing experience.

### 19. SUBJECT MATTER EXPERT

**Functional Responsibility:** Experience in applying expertise in the areas of conference, administrative, and travel services. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements.

**Education:** B.A. /B.S. in business, marketing, computer science, management, communication or related discipline.

**Experience:** 5 - 10 years relevant experience

**\*NOTE: SUBSTITUTION OF EXPERIENCE FOR EDUCATION**  
Four years of relevant experience may be substituted for a college degree.