

**Job Description
Project Manager
Cyber Innovation Center**

This position is for a **Project Manager at the Cyber Innovation Center (CIC) in Bossier City, LA and is responsible** for coordination and completion of assigned government and industry projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding project status.

Required Skills & Attributes:

- Two or more years of proven working experience in project management.
- Eligible for SCI-DCID 6/4 Top Secret Clearance. US Citizenship required.
- Ability to evaluate potential project and partner proposals.
- Excellent decision-making and leadership capabilities.
- Excellent written, verbal, client-facing, and internal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills.
- Critical thinking and problem-solving abilities.
- Excellent team working skills.
- Ability to handle difficult people and/or situations in high pressure environments and make tough decisions.
- Must be flexible and work with limited supervision.
- Customer focused, adaptable and willing to work varying assignments.
- Proficient with Microsoft Office.

Desired Skills & Attributes:

- Project Management Professional (PMP) or PRINCE II certification.
- Air Force, joint or other service wargame experience.
- Education and training program experience.
- Modeling and simulation experience.

Required Education:

Bachelor's Degree in appropriate field of study.

Work Requirements:

Hours: 8 a.m. to 5 p.m., Mon-Fri (typical).

Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours. Occasional weekend work could be required. Occasional travel will be required.

Compensation:

Salary: Commensurate with ability and experience. Excellent employee benefits package.