



## Pixstar Corporate Position Description

### **Position Title:**

Program Coordinator

### **Position summary:**

Working directly with the Program and Project Managers, the Program Coordinator monitors all activities within the clients' program including all active and pending projects, their requirements, conditions and progress.

### **Position Tasks:**

- Monitors all program activities to ensure project results conform to quality, time and budgetary stipulations.
- Assists Program Management in preparing requests for proposals for a variety of system products and services.
- Assists Program Management in the preparation of client presentation materials for a variety of purposes.
- Coordinate the allocation and approval of staff resources for approved projects and system support; Monitors efficient use of staff allocations.
- Prepares and inspects all required documentation required to ensure accurate billing of all project activities, including burn rates and any Earned Value Management (EVM) reporting.
- Acts as liaison between program & project management and the technical writing, change control and quality assurance project teams.
- Assists Project Managers in maintaining project sites for project communications and repository for project artifacts such as status reports, schedules, meeting minutes, etc.
- Prepare, coordinate approval and deliver all project SDLC deliverables, status reports or other documentation to the client, as required.
- Maintain client contact information and communicates, as needed, to the clients any current or anticipated system outages, scheduled maintenance or other project activities.
- Coordinate project activities/meetings with internal business units, and external client business units and end-users.
- Other duties as assigned.

### **Required Skills Sets:**

- Three (3) or more years providing assistance and support in the planning, directing, scheduling, budgeting, staffing of Information Technology projects that fulfilled business needs and priorities within quality, budget, and time constraints for third party clients;
- Proven experience working with the System Development Life Cycle (SDLC) process as it applies to the development and quality assurance of all task artifacts, processes and activities.
- High energy, can-do, results-oriented personality.
- Understanding of private and public sector business process management.
- Knowledgeable in system/business process integration.
- Ability to manage conflicting interests and identify compromises. Escalates problems and issues to management as appropriate.

- Ability to deliver results under pressure.
- Demonstrated skills in leadership, oral and written communication, analysis, problem solving, and short term and long term planning.

**Experience and Education:**

- B.A. degree from four-year college or university, or related technical field or equivalent work experience.
- Demonstrated familiarity with PMI methodology and pursuit of Project Management Professional (PMP) certification desired.

**Additional Attributes:**

- Possess extensive experience in use of a personal computer running in a Microsoft Windows operating environment and all Microsoft Office Professional applications (Microsoft Word, Excel, PowerPoint, etc.).
- Demonstrate oral comprehension & expression by listening to and understanding information and ideas presented through spoken word and communicate information and ideas in speaking so others will understand.
- Show written comprehension & expression by reading and understanding information and ideas presented through written documents and communicate information and ideas in written form so others will understand.
- Present strong organization skills by utilizing organizational tools, time and methodologies to perform multiple simultaneous tasks at any given time in order to meet or exceed specific objectives and project milestones.
- Display professionalism by maintaining professional composure and effectiveness in a rapidly changing environment with high customer expectations.
- Possess excellent problem solving skills and the ability to actively participate in a team environment.