



**Favor TechConsulting, LLC (FTC)** is in search of talented Project Coordinators with extensive Department of Veterans Affairs (VA) experience.

### **Essential Job Functions & Responsibilities**

- Supports Program, Project Managers, Project Planners and other staff in managing large, highly complex Healthcare IT projects
- Meeting coordination Pre-Meeting preparation – develop agenda, coordinate meeting logistics to include reservations, meeting rooms, meeting materials, etc.
- Participate actively in meeting discussions and document all resulting discussions and action items
- Post-Meeting follow-up – maintain, track, and coordinate resolution of action items/issues, and generate final meeting minutes
- Research project documentation
- Maintain a shared document repository with all relevant documents and plans using existing government tools to manage and store project related documentation for each project
- Provide project status reports to include progress, issues, concerns, risks, upcoming milestones and lessons-learned for projects
- Document findings and suggested changes, edits, and corrections

### **Required Minimum Qualification**

- Bachelor's degree
- 2-5 years of project coordination experience
- Veterans Affairs experience
- Healthcare IT experience
- Strong communication skills (oral and written)
- Exceptional organizational skills
- Strong Microsoft Suite experience (Excel, Word, PPT)
- Knowledge of PMAS and ProPath

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, drug testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.