



Summary of Position Integrated Project Coordinator

BQMI is seeking an experienced Integrated Project Coordinator to provide administrative and programmatic support to the NASA Learning and Development Enterprise Function. The Coordinator will need to demonstrate strong interpersonal, organizational, and administrative skills. This position supports an Agency-wide function but will be located at NASA Glenn Research Center (or remotely as directed). The Coordinator will report through BQMI contract management at the NASA Safety Center, located in Cleveland, Ohio.

The mission of the NASA Safety Center is to provide Safety and Mission Assurance (SMA) training and development expertise, information, verification and analysis to enable collaboration and learning while promoting a safe workplace and successful programs and projects. The NSC vision is to be NASA's preeminent resource for SMA expertise, data and tools. The NASA Safety Center is an IACET accredited training provider.

Essential Duties & Responsibilities

- Support the Agency's Learning and Development Strategy in areas of employee and organization development and training
- Provide administrative and programmatic support across interrelated developmental approaches
- Assist in developing and maintaining required program/project controls, such as developing project schedules; scheduling risk assessments; overseeing cost, risk, and schedule integration; maintaining the communication schedule; and managing highlights and action item tracking
- Develop and maintain an integrated project schedule
- Coordinate project assessment activities, monthly reviews, and other activities; schedule meetings; manage schedules; coordinate deadline reminders; track action items; organize records; and document incoming requests, data calls, and outgoing correspondence
- Develop working relationships with internal and external stakeholders to develop an integrated view of a diverse organization
- Under direction, manage content and listings in SATERN, the Agency's online learning management system (existing knowledge of SATERN a plus)
- Develop/assemble presentation materials from submitted content

Essential Skills

- Demonstrated ability to leverage relationships with stakeholders to assemble materials, meet deadlines, and gather project details
- Expertise in business management tools (e.g., Microsoft Project, Excel, Word, and PowerPoint)
- Knowledge of collaboration tools and ability to leverage technology (e.g., Microsoft Teams, etc.)
- Ability to manage necessary organizational sites, such as SharePoint

Experience/Education

- A minimum of 8 years of relevant experience
- Associate or bachelor's degree
- Previous experience working in a NASA or federal government environment preferred



- Experience with learning management systems highly preferred
- Demonstrated experience tracking integrated projects

Personality or self-management skills:

- Ability to interface with high-level customers in a respectful and professional manner
- Detail-oriented with the ability to follow specific direction
- Ability to manage multiple projects at once
- Willingness to learn new tools, technologies, and systems
- Self-motivated, self-starter
- Ability to work with minimal supervision

To apply please submit a current resume and cover letter to:

Human Resources
hr@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.

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