



## Government Contract Project Manager - Skillbridge

### About us

Enduvo is a content creation platform for immersive communication and learning. We enable organizations to leverage the power of immersive technology to easily transform their training programs. Our no-code platform makes it easy for anyone to create high-quality immersive content, without any technical experience required. With Enduvo, users can develop interactive learning experiences that help people learn faster, retain more information, and collaborate more effectively.

We work with the Military, Health Care, Industrial, and Education industries.

Some of the companies and organizations we work with are US Air Force, NIH, OSF Healthcare, University of Illinois College of Medicine, Boeing, and Judge.

Watch us in Action!

[https://www.youtube.com/watch?v=S\\_08t2qewZE](https://www.youtube.com/watch?v=S_08t2qewZE)

### Position Summary

The Government Contract Project Manager plays a major role in the successful planning, execution, and oversight of US Government contract projects within Enduvo. This position requires a dynamic and highly organized professional with a strong understanding of government contracting processes, project management, and a dedication to ensuring compliance and project success. The Government Contract Project Manager will work closely with various stakeholders, including government agencies, internal teams, and contractors to achieve project goals and deliverables.

### You will assist the team with:

- **Project Planning and Initiation:**
  - Develop comprehensive project plans, including scope, budget, schedule, and resource allocation.
  - Ensure all government contract requirements and compliance standards are met from project's inception.
  - Facilitate project kickoffs and monthly meetings with government customers.
- **Contract Management:**
  - Monitor and manage all aspects of government contracts, including milestones, deliverables, and reporting.
  - Maintain an up-to-date understanding of contract terms and conditions, communicating any project issues/risks that may require contract modification(s).
- **Stakeholder Management:**

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- Act as the primary point of contact between the Enduvo project team and the customer prime.
- Facilitate effective communication and collaboration with internal and external stakeholders.
- Provide regular project status updates to all relevant stakeholders.
- **Risk Management:**
  - Identify potential project risks and develop strategies to mitigate them.
  - Ensure compliance with relevant regulations and guidelines.
  - Proactively address any issues that may affect the project success.
- **Resource Management:**
  - Manage project teams and contractors, ensuring they are adequately informed and performing to the scope of the project.
  - Monitor resource utilization and budget adherence.
- **Documentation and Reporting:**
  - Maintain accurate and comprehensive project documentation.
  - Prepare and submit required reports and documentation to the government and internal stakeholders.
  - Develop monthly reports and facilitate monthly reviews with the customer.
  - Maintain internal government contract project dashboard.
  - Standardize delivery templates.

## Who we're looking for:

- 3-5 years of experience in program/project management.
- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Proficiency in project management tools (i.e. Atlassian, Monday.com, Microsoft project) and methodologies (i.e. Agile, Scrum).
- Strong analytical and problem-solving skills with great attention to detail.
- Fluent in presentation development skills.