

Project Coordination Lead

Middleburg Heights, OH

Description

The Project Coordination Lead ensures the successful management and support for coordination of milestone review activities scheduled in support of the NASA Communications Services Project. The NASA Communications Services Project (CSP) will focus on demonstrating the feasibility of commercially provided SATCOM services to NASA missions. As a primary objective, CSP aims to demonstrate commercially provided space-based relay communications and navigation (CN) services appropriate for NASA's near-Earth spacecraft users. The demonstrations will result in an evaluation of technical and operational performance, cost of services, business case, and security compliance to inform a recommendation for the acquisition for operational commercial SATCOM services.

Responsibilities:

- Oversees the successful planning, organizing, leading, and controlling of the milestone review (logistics) process
- Maintains the master schedule for the milestone review process, and ensures that the schedule remains in sync with each of the six Funded Space Act Agreements (FSAAs) contract milestone plans
- Seeks opportunities for improvement or revision of processes and infrastructure
- Coordinates scheduling of meetings, reviews, assessments, resource assignments and out-briefs in support of the milestone review process
- Anticipates and tracks operational and tactical risks, and provides strategic solutions
- Manages day to day business of the Milestone Review Team while balancing the responsibilities of process analysis, vendor, and risk management
- Works with the manager to help set and meet daily and quarterly goals
- Works closely with the manager and project executives to obtain process feedback from all stakeholders
- Oversees and reports weekly, monthly, quarterly, and annual metrics
- Creates and updates a master database that visually tracks 'actions' versus 'resolution' over the duration of all contracts for all milestones and related obligations
- Establishes and maintains an intuitive 'real-time' dashboard that provides visual representations of database status
- Identifies trends and assesses opportunities to improve processes and execution
- Collaborates with other back-office team members to ensure seamless business execution, reinforce positive morale, and uphold team values
- Raises and tracks issues and conflicts, removes barriers, resolves issues of medium complexity involving stakeholders and escalates to appropriate level when required
- Establishes and maintains credible, professional relationships with customers, internal teams, and external partners
- Solicits and responds to feedback while gaining commitment and support
- Supports back-office and firm-wide training programs, reinforcing tech and operations infrastructure between departments to ensure consistency and quality standards are met

- Stays up to date on industry regulations, trends, and technology
- Works closely with management team to ensure all operational, administrative, and compliance functions within the project are being properly executed in accordance with security best practices
- Addresses operational concerns and issues, monitoring overall processes effectiveness and partner satisfaction

Requirements

- **US CITIZENSHIP OR VALID GREEN CARD REQUIRED**
- Bachelor's degree or experience equivalent
- Two years of relevant project coordination experience
- Two years of experience developing and implementing operational procedures and policies
- Two years of experience analyzing training needs/requirements

Preferences

- Experience with satellite communications/NASA
- Project Management Professional (PMP) certification

About Us

ZIN Technologies, Inc. is a federal contractor and an award-winning AS 9100 registered small, disadvantaged business (SDB) headquartered in Northeast Ohio. Established in 1957, ZIN is a leader in providing advanced engineering services and product development solutions for NASA, DoD, and private industry.

ZIN provides full lifecycle development of aerospace systems including design, development, engineering, integration, test, evaluation, orbital operations, systems modeling, simulation, verification, and validation. The flight hardware lifecycle spans concept definition, design, development, fabrication, verification, integration, launch, operations, and data processing.

We offer expertise in multi-discipline engineering, system and product development, production, and research and technology development. ZIN'S engineering capabilities include systems, mechanical, electrical, fluids, propulsion, structural, thermal, integration and test.

ZIN has a strong heritage in the areas of Space Operations including payload operations, space communications, navigation, and network reconfigurable testbed. ZIN supports exploration systems (ORION, SLS, ISS, commercial vehicles) and space technologies (advanced communications, power, propulsion, cryogenics).

Our award-winning 200+ person organization consists of scientists, engineers, designers, and technicians. ZIN employs an integrated performance-based management approach, providing experienced people, proven processes and tools and exceptional cost, schedule, and technical performance while identifying and managing program and project risks.

Offering Unsurpassed Product, Process and Service:

- Prime contractor
- Sub-contractor
- Product manufacturer
- Value-added service provider

Company Benefits and Programs

In addition to competitive salaries, ZIN offers excellent benefits to our associates, including medical, vision, and dental insurance; short- and long-term disability; life insurance; paid leave and paid holidays; 401(k) retirement plan (immediate vesting); education and training reimbursement; professional development opportunities; employee assistance program; flexible spending plans; credit union membership; and direct deposit.

As a federal contractor, ZIN Technologies strives to comply with all applicable customer, federal, state, and local requirements, up to, and including, COVID-19 vaccine regulations. ZIN Technologies may require its employees to obtain full COVID-19 vaccination, provide proof of vaccination status as a condition of employment, provide documentation to substantiate a valid exemption, as defined by law, and/or comply with all safety protocols related to COVID testing, mask wearing, and physical distancing while in covered contractor workplaces.

ZIN-Technologies, Inc. is an Equal Employment Opportunity Employer

Minority/Female/Disabled/Veteran