

Scientific and Technical Staff: Scientific Project Manager and Project Analyst (2024)

About the Company

Bowman Performance Consulting (BPC, <https://bpcwi.com/>) is an award-winning Native American and woman-owned consulting firm based in Shawano, Wisconsin. BPC provides services across sectors (public, Tribal, non-profit, and private) to serve a national clientele on a wide variety of projects in the areas of education, health/human services, and workforce/economic development. BPC often serves as subject matter experts on national and international policy, research, and evaluation studies and initiatives. This makes BPC a fast-paced, technology-centered, and academic work environment. BPC is committed to bringing together diverse partnerships to make the world a better place for all to live and thrive. Social justice is at the heart of our mission, and empowering others, including our employees, is critical to the success of BPC's work internally and out in the communities we serve.

Summary of Position

BPC is seeking a highly dependable and dynamic **Scientific Project Manager and Analyst** to contribute to the day-to-day scientific, policy, evaluation, and technical assistance services that BPC provides to a national and international portfolio of projects. As a **scientific project manager and analyst**, you will serve as the liaison between the internal and external needs of BPC scientific and support team and the client and/or funder, managing multiple projects across time, tasks, deliverables, and team members, and supporting the scientific team as assigned in BPC's fast-paced and robust academic and culturally responsive environment. Staff who are effective working independently and in a team environment are the foundation to the efficiency, effectiveness, and overall team and project success that BPC is known for. A **scientific project manager and analyst** must be grounded in high ethical, cultural, and professional standards. A combination of project management, scientific, technology, and technical management skills and proven experience is required for this position. Travel with the scientific team and other professional growth opportunities are available with proven performance at BPC.

Qualifications

Required:

- Bachelor's degree and a certification in project management are requested. If you have more education than this required level, please specify in your cover letter as to why you are a good fit. See also "preferred" qualifications section below.
- 3-5 years or more of successful scientific, program, and/or project management experience in fast-paced research, technical, or educational setting
- Strong attention to detail, excellent critical thinking skills, and the ability to work both independently and collaboratively.
- Effective communication skills and proven performance in project, time, and task management to work efficiently, and responsibly as part of a team.
- Strong business communication skills plus demonstrated technology proficiencies in:
 - Microsoft products (i.e., Office, PowerPoint, Adobe Acrobat, and Outlook)
 - Cloud file management systems (i.e., DropBox, Google Drive, SharePoint, Teams, etc.)
 - Online survey design software (i.e., Survey Monkey, Qualtrics, Google, etc.)
 - Project management software (i.e., Asana or similar)
 - Digital video and/or art software (i.e., Canva or similar)
 - Online meeting software (i.e., Zoom, Google Meet, etc.)
- Knowledge of other software or websites from online journal articles or other professional associations used to support online research and development efforts.
- Excellent interpersonal skills and the ability to interact with a diverse group of constituents (public policy makers, elected officials, Tribal Nations, multi-ethnic/racial groups, LGBTQ, low socio-economic status, etc.) from across geographic regions and sectors (i.e., public, private, non-profit, Tribal, and international)

Desired/Preferred:

- Graduate degree in education, social science, management, or related discipline.
- Additional professional certification(s) in the project management, marketing and communications, social media, technology, data visualization, and/or administrative assistant areas are wonderful assets to bring to BPC.
- Coursework and/or experience with applied research evaluation and/or research methods, data collection, data analysis, drafting reports, drafting PowerPoints or presentations, literature reviews, and/or instrument design is desired.
- Familiarity with technical/academic writing as it relates to formatting, layouts, editing, and presentation.
- Skill with graphic design and data visualization, audio or video editing, APA editing, and producing text and visual documents in digital workspaces is also preferred.

BPC will consider potential candidates with a technical degree and strong experience of project management or academic support experience (5–10+ years) if they meet the above qualifications and have common sense, consistent and strong work ethic, and a proven performance record with team and independent contributions to team projects.

Duties

1. Support scientific operations and project management duties assigned by BPC President or BPC primary Project Investigator. (70%)
2. Provide additional scientific, organizational, and academic support as needed and requested, including literature reviews, contributing to development/proposal activities, scientific or other technical writing, data visualization, digital video/audio support, and digital development and dissemination of work products. (15%)
3. Liaise and interface as an effective, participatory, and caring team member with internal BPC staff and consultants to ensure project requirements are met. (10%)
4. Ensure proper professional communication with external partners including regular, detailed follow-up. (5%)
5. Other duties as assigned.

Benefits

BPC is proud to be an award-winning employer in Shawano County with local, state, national, and international influence. We live our social justice mission to empower others and are a family-friendly workplace striving to keep work/life balance. BPC offers unique and culturally responsive on-the-job training, excellent technical and software support, and access to some of the nation's best vendors, partners, and consultants in the field of education, research, policy, and evaluation. Formal benefits include paid time off (vacation, sick, personal, family, community service, education, etc.); holiday pay; retirement benefit package; paid travel and advancement based on performance, health reimbursements (gym, yoga, etc.); and performance bonuses.

Hourly Rate

Starting wage is expected to be \$30–\$50 per hour based on skills, experience, and measurable performance. Regular raises are available based upon co-developed work performance plan. This can be a part-time job with the opportunity to work up to a full-time position. Candidates with the desire and availability to work full-time will be noted as part of BPC's internal screening process.

Start Date

2024 (Open/ongoing to support BPC's growing and changing portfolio of national and international clientele)

Application Process

Interested applicants should go to Job Center of Wisconsin: <https://dwd.wisconsin.gov/det/jobseeker.htm> to provide an initial review and inquiry. If you are having trouble on the WI DWD website, you may email a resume and cover letter in PDF or Word format to info@bpcwi.com. Initial screening of applications will be on an ongoing basis. Please make no direct calls, emails, social media, or other contact to BPC or to Dr. Nicole Bowman regarding this position. If you are selected as a prospective candidate, someone from BPC's administrative and/or HR team will be in touch with you regarding your inquiry into this position.