

Project Manager

Do you have experience with managing architecture or construction projects? Are you looking for a new challenge applying your skills and experience in a new and interesting way? If so, the National Institute of Building Sciences (NIBS) is looking for a Project Manager to manage the development, planning, coordination and participation of assigned projects from inception to completion. NIBS' mission is to unite the entire building community in advancing building science and technology.

You will support the work of volunteer and subcontracted project committees and professional services subcontractors. Duties also include supporting preparation of specific studies, development of documentation for proposals and reports, preparation of presentations and promotional materials, representation at meetings and workshops, review of technical literature and research, and serving as a technical liaison where assigned.

What You'll Bring to the Job:

- Documented and demonstrated ability to interface with Federal Government and construction industry constituents, and other entities associated with the Institute's goals and services.
- Proven project management skills as a certified Project Management Professional (PMP).
- Architecture or Construction Management degree and work experience with knowledge of Building Information Modeling.
- Excellent writing and communication skills (technical papers, journal articles, proposal writings, conference presentations, etc.).
- Agile and adaptable work skills.
- Experience with computer word processing, scheduling, spreadsheets, data base applications and media.

What You'll Be Doing:

- Assisting with staff coordination, monitoring and management of activities of assigned committees and subcontractors.
- Technical, administrative, computer services, and liaison support for committees and subcommittees.
- Development and coordination of project work plans, meeting schedules and committee activities.
- Development, management and reporting of project budgets as assigned.
- Recruitment of new resources for project execution.
- Research, monitor and assist in continuously improving internal business practices, policies and procedures.
- Travel for facility site tours and/or in person meetings.

How to Apply:

Please submit your resume and cover letter to mebrennan.ctr@nibs.org. EOE/M/F/D/V