

Title: Program Change Coordinator
Location: Remote
Salary: \$75k - \$85k
Hours: Full-Time

JOB DESCRIPTION:

Under the general direction of the Authority Supervising Transportation Engineer and Deputy Director of Program Management & Oversight, this position provides Program Change Management activities and meetings coordination. The role works under the Program Management & Oversight Branch in the Program Delivery Office of the client.

RESPONSIBILITIES AND REQUIREMENTS

BOC/PDC administration inclusive of support to requesters, coordination with staff from other functions (e.g. commercial, legal, project and program etc.) to specific BOC/PDC items, agenda and meeting coordination, preparation, briefing of executive staff, coordination with Commercial, Program Controls, Budgets and Contracts functions. BOC/PDC meeting coordination includes following duties:

- Distribute agenda;
- Prepares executive briefing packages
- Take minutes of meetings; and
- Track action items identified in the meetings
- Develops the meeting outcomes
- Updates meeting calendars as needed
- Assist Supervising Transportation Engineer in any program change management related tasks and ad-hoc tasks as needed.

KNOWLEDGE OF:

- Change Management; Financing, Project Controls and Reporting Techniques

ABILITY TO:

- Use analytical techniques to provide solutions; meet deadlines; work and communicate effectively with stakeholders; and follow and adhere to company policies.

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DESIRABLE QUALIFICATIONS

- Bachelor Degree
- Familiar with infrastructure and transportation projects and discipline; and
- Familiar with change management and project management.

ABOUT ZPro SOLUTIONS INC.

With offices in Florida (HQ), California, and New York, ZPro Solutions Inc. (ZPro) was founded in 2016. Certified as a DBE, MBE and SBE in various states and municipalities.

ZPro Solutions is a technology firm offering a full range of consulting services. We specialize in Business Transformation, Enterprise Asset Management, Data Management, Business Operations, Program Management, Project Management, Data Analytics, and Software Sales. Our highly trained and qualified team of consultants provide the skills and expertise to perform comprehensive analysis, using proven methodologies to develop strategies and plans to meet critical business needs. Our team combines expertise in enterprise asset management, projects management, data science and technology to transform industries and bring clients optimal solutions leading to desired outcomes and the greatest ROI.

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