



## Position Vacancy Announcement

### *Program Analyst*

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**Aurora Launch Services (ALS):** Aurora Launch Services is a wholly-owned subsidiary of Alaska Aerospace, established to provide low cost, highly reliable launch services on a contract basis to both government and commercial space launch customers worldwide. The company is headquartered in Anchorage, Alaska, co-located with Alaska Aerospace.

**Position Description:** Under the direction of the Alaska Aerospace Contracts and Acquisition Management Officer the Program Analyst will perform routine and recurring assignments in the formulation, development, and, execution of contract pricing, program budgets, and financial plans required to properly plan and manage program resource requirements.

#### **Primary Job Responsibilities:**

1. Perform routine and/or continuing statistical and quantitative analysis of program/contract trends, accomplishments, and deficiencies. Monitor contract modifications for budget impacts i.e., staffing/hours.
2. Performs routine and recurring assignments in the formulation, development, and, execution of program budgets, financial plans required to properly fund and meet program resource requirements.
3. Completes continuing assignments involving the review of contractor cost performance reports.
4. Develops knowledge of Government accounting standards, management aspects of system programs and their relation to procurement, budget and planning.
5. Performs basic evaluation tasks using checklists, equations and factors. Describes and presents the results of the routine, recurring cost and program analysis studies both in written form and in formal and informal briefings.
6. Identifies and describes critical assumptions and decision points for decision-makers. Prepares and presents statistical and narrative reports and briefings.

7. Participates in the development of program planning objectives and strategies by evaluating cost/schedule tradeoffs, budget requirements, etc.
8. As required by the contract, use both quantitative and qualitative methods to evaluate monthly cost and performance data, including trends and projections to predict and track performance, diagnose potential issues, and prompt corrective actions.
9. Ensure that inefficient or wasteful methods are not being used through surveillance of technical performance.
10. Build, maintain, and analyze schedules and budgets. This activity will include generating program/project status, cost and schedule indicators, project schedule trends, critical-path analysis, and schedule optimizations.
11. Work with limited supervision as part of the program management team whose core responsibility is to gather, analyze, and report on data collected.
12. Formulate financial projections to Support proposal development for new projects and contract modification
13. Provide reports and interpretations of analytical results to Finance Management and Contract Administration using JD Edwards Enterprise One reporting tools.

### **Required Knowledge/Experience/Qualifications:**

- Bachelor's degree in a Qualitative field (i.e.: Finance, Business, Economics, etc.)
- Prior internship and work experience up to two years post graduate
- Strong analytical and conceptual thinking skills; ability to analyze data
- Proficient in MS Office.
- Excellent communication (oral and written) and interpersonal skills
- Ability to prioritize workload and self-manage projects, handle multiple tasks and meet strict deadlines
- Detail oriented and strong problem solving and decision-making skills
- Able to work with all levels of employees and management within the organization
- Willing and able to work extended hours, overtime, and on weekends, as required.
- Well-developed time management skills.

This is a full-time position that may be located in either Anchorage or Kodiak, Alaska.

### **Other Desirable Qualifications**

Past working experience in the aerospace industry, with a preference towards experience in the space-oriented industry; such as spaceport operations, space systems operations, or launch vehicle development/operations.

## **Equal Employment Opportunity Statement**

It is the policy of Aurora Launch Services to provide equal employment opportunity to all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

## **Compensation**

A competitive salary and benefits package, determined upon experience level of individual, will be negotiated after an offer to hire has been given.

## **To Apply**

Please send a cover letter and resume to John Cramer, President, Aurora Launch Services, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.