



Consultant – IT Transformation Operations Analyst

Founded in 2010, Wilco Group is an SBA 8(a), Woman Owned Small Business (WOSB) provider of consulting services with diverse capabilities in management, technology, and risk consulting. We have over a decade of experience supporting Fortune 500 companies as well as Federal government missions and programs. We help our clients address their most complex challenges and focus on transformational change, business resiliency, and technology-driven innovation. We invest in hiring, mentoring, and training smart, diverse, and self-driven professionals interested in all aspects of the company and our Federal government customers. For more information about Wilco Group LLC capabilities, please visit www.wilcogroupllc.com.

If you want to join a company that values people who are fearless about improving mission-critical programs and are open to remote work, we want you to work for Wilco Group!

Work Location:

- **75% Remote/Telework (US East Coast business hours)**
- **1 day per week in-person, on-site for collaboration activities (location – FEMA HQ, Washington, DC)**

Requirement: [US Citizenship Required \(must be able to obtain Public Trust Clearance\)](#)

You're a great fit if:

- You have experience using problem solving and analytical skills, working across several workstreams and reporting status to multiple customer stakeholders.
- You enjoy working on large-scale business and technology transformation efforts that impact the organization's mission.
- You already have an understanding of best practices, processes, and tools related to enterprise-wide Data Analytics initiatives.
- You have experience with Agile collaboration tools like Atlassian's Jira/Confluence such that you can easily run reports, produce graphics, and provide the customer with program status.
- You can provide functional and in-depth analysis, using tools like MS Excel, to analyze data/information to look for trends, process bottlenecks, and anomalies.
- You enjoy being a team player who can collaborate with customers and cross-functional teams.

You'll love this position if: (This is the stuff you MUST have to be a fit)

- You have a minimum of 3 years of experience working on a business or an information technology transformation project or supporting a Project Management Office (PMO), preferably as a Business Analyst or Consultant.
- You have a bachelor's degree in a related field (business admin., engineering, communications, etc.)
- You have strong organizational, analytical and communication skills to help you manage customer expectations, to provide status to program executives, and to communicate with diverse stakeholders.
- You are tech savvy with Microsoft products and use of collaboration tools and data analysis tools.
- You have strong interpersonal skills and are able to resolve conflict with productive outcomes.
- You have excellent written and verbal communication skills.
- You possess the ability to work independently with minimal oversight.



We'll REALLY love you if: (This is the bonus stuff that makes you stand out)

- *You have at least 1-year of experience in a consulting/analyst/PM role on a project for a Federal agency. The customer prefers someone who has experience working on complex, multi-faceted programs in a multi-contractor environment.*
- You have experience creating presentations and visuals (e.g., MS PowerPoint, Visio, etc.) that provide program executives with an overview of progress (e.g., roadmaps, overall status, documentation approvals), outreach efforts, dependencies, successes, and challenges.
- You enjoy leading virtual collaboration sessions and using software tools like Miro or Mural to share ideas, to perform team brainstorming activities, and to document goals/outcomes.
- You have hands-on experience with activities that reveal current strengths, weaknesses, and motivational factors (Mad/ Sad/Glad activity, ESVP activity - Explorers/ Shoppers/Vacationers/Prisoners, 5 Whys, and more)
- You are proficient at providing customers with logistical support ranging from setting up meeting invitations (MS Teams) and preparing agendas to documenting meeting outcomes (action items, risks, issues, etc.)
- You have hands-on experience working on an IT transformation effort, preferably one that involved cloud-based data analytics software, legacy Enterprise Data Warehouse (EDW) tools/reports, and integration with enterprise business systems (e.g., financial system, HR, etc.)
- You have an understanding of enterprise architecture concepts, know of the importance of establishing data standards, and have experience with the business aspects of data migration efforts (e.g., duplicate records, data cleansing, masking, normalization, retention policies, etc.)
- You have hands-on experience with Agile methodology and can easily use Jira/Confluence to make entries, run reports, track progress, and drive delivery of business value.
- You have hands-on experience decomposing high-level business requirements (e.g., concepts, epics and features) into Agile user stories as well as maintaining traceability between requirements.
- You have the ability to pay attention to detail while remaining focused on a strategic, big picture.
- You have a Management and/or Agile certification such as CAPM, ACP, CSM, SAFe, etc.

What your day will look like:

- You'll help a Federal agency program improve its user-centered approach for data analytics transformation in which stakeholders from across the organization participate along with their community and regional business partners.
- You'll coordinate, attend, and document meetings and project reviews to capture ongoing data information including meeting agendas, tracking risks, issues/action items, etc.
- You'll apply consulting, business analysis, and communications skills to quickly identify problems, analyze challenges, and recommend solutions to our team and our clients.
- Through virtual meetings, you'll collaborate with members of your delivery team, the customer team, and various stakeholder groups that will use the enterprise data analytics tools.
- You'll provide integrated program expertise for controlling, disseminating, and reporting on the program and its various workstreams.
- You'll collect and refine enterprise data analytics requirements from various stakeholder groups and ensure that requirements are added to the product backlog.
- You'll use knowledge of business operations, processes, regulations, and customer needs to produce clear documentation and/or deliverables – including executive presentations, requirements documentation, and communication/customer engagement plans.
- You'll conduct presentations and communicate results, findings, and approaches to customer stakeholders.
- You'll assist with day-to-day operations as well as support logistical, and administrative actions.
- You'll support the program's leadership with ad hoc management activities, as needed.



The Admin Stuff:

You must be a **US Citizen** and be able to obtain a Public Trust Clearance from the U.S. government. Public trust security clearance investigations are managed by the U.S. Office of Personnel Management (OPM).

The Whole Package:

- Premium health benefits (including medical, dental, and vision coverage);
- Competitive 401k plan with matching;
- Ability to telework using government-issued equipment (with home office stipend);
- Professional growth and development opportunities (with training stipend);
- Paid sick leave, vacation, and Federal holidays;
- Competitive market salary

Our Commitment to Diversity, Equity, Inclusion, and Innovation

Wilco Group is committed to creating a diverse, inclusive, and safe workplace and we are proud to be an equal opportunity employer. As a growing consulting and solutions firm focused on innovation, we welcome applications from candidates with diverse backgrounds. All employment is decided on the basis of qualifications, merit, and business need. **Equal Opportunity Employer/M/F/D/V**

If you are interested in this position, please apply directly via the job posting site or reach out to Wilco Group LLC at jobs@wilcogroupllc.com.