



11718 Bowman Green Drive, #230, Reston, VA 20190 | www.avyance.com

JOB DESCRIPTION: CONSULTANT / PROGRAM ANALYST

Avyance is a management consulting firm looking for a Consultant / Program Analyst to join our growing team. We work with Federal government, commercial, and non-profit organizations to tackle their toughest challenges. We are looking for someone who thrives in a collaborative environment and embraces a dynamic workplace to support our clients.

Upon joining Avyance, your job responsibilities may include:

- Data gathering and analysis
- Project documentation and development of presentations
- User interface and SharePoint page design
- Spreadsheet development
- Technical / financial document review, digest, and editing
- Note taking during meetings and executive sessions, action tracking, and status reporting
- Mapping business processes
- Writing and formatting reports

You will have the opportunity to grow, collaborate with your peers, and contribute to deliverables such as strategic plans and executive briefings that will support critical agency and Congressional decision making.

Our ideal candidate is excited to learn and adapts quickly to evolving project needs. Exceptional organizational, time management, and communication skills are a must. Technical background is a plus, as well as ability to learn new technical tools and software packages. Candidates must be able to work independently, under minimal supervision.

BASIC QUALIFICATIONS

- Strong analytical skills
- Excellent oral and written communications skills
- Strong Microsoft PowerPoint, Word, and Excel skills
- Continuous growth mindset
- An intellectually curious, detail-oriented problem solver
- Self-starter, committed to teamwork, collaboration, and follow-through
- 1-3 years of work experience in a dynamic workplace, with demonstrated ability to juggle multiple projects and thrive in a fast-paced environment
- Bachelor's Degree
- US Citizenship

ADDITIONAL QUALIFICATIONS

- US government clearance, e.g., public trust, is a plus
- Knowledge of Adobe Photoshop, Illustrator, and InDesign a plus

CLEARANCE

Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information.

BENEFITS

We are pleased to offer the following benefits to our full-time employees:

- Unlimited vacation, also known as reasonable leave policy
- Medical, dental, and vision health insurance coverage with set company contribution
- Flexible working hours
- SIMPLE IRA retirement plan with company contribution
- Nine company-paid and observed Federal holidays
- Up to five days of sick leave per year
- Performance bonus eligibility
- Training, professional development, and education assistance

ABOUT US

At Avyance, we seek people with diverse points of view who are committed to learning, willing to think outside the box, and interested in applying new technologies and innovative solutions to address client challenges.

We're an inclusive, equal opportunity employer that empowers people of any race, color, religion, gender identity, sexual orientation, national origin, disability, veteran status, or other protected characteristic to succeed and drive change.

Teamwork, creativity, excellence, and respect. These are more than just buzzwords – they guide us to stay true to ourselves while we create exceptional experiences for our clients. Our team brings diverse perspectives and skillsets to the table to design the best solutions for our clients.

CONTACT

Please reach to us at info@avyance.com for additional details and to learn more about the opportunity. We look forward to learning more about you and what makes you tick!