

Job Description

Program Manager, Senior

Melbourne-Mnemonics-Inc.

US CITIZENSHIP REQUIRED

SUMMARY

Responsible for the successful delivery of complex, engineering-driven programs across the full program lifecycle. This role provides integrated leadership over technical execution, cost, schedule, scope, quality, and risk, while managing cross-functional engineering teams and ensuring alignment with contractual, regulatory, and customer requirements. Serves as the single point of accountability for program outcomes and customer satisfaction. This individual has the responsibility and authority to perform the assigned tasks listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads all phases of the program lifecycle from proposal development, initiation, planning & execution, monitoring & controlling, and closeout—in alignment with PMI standards.
- Develops and maintains the Program Management Plan, integrating scope, schedule, cost, quality, risk, communications, procurement, and stakeholder management.
- Ensures governance discipline through formal reviews (e.g., SRR, PDR, CDR).
- Leads multidisciplinary engineering teams, including Systems, Software, Hardware, Electrical, Manufacturing Engineering, and Technical Support functions.
- Drives alignment between deliverables and program scope, schedule, and cost baselines.
- Resolves technical and execution issues escalated from engineering teams, balancing technical rigor with schedule and budget constraints.
- Ensures configuration management, change control, and technical risk management are executed in accordance with established processes.
- Serves as primary interface with customers, partners, and internal/external stakeholders.
- Leads internal and external program reviews, status briefings, and executive updates.
- Ensures engineering and program execution comply with contractual requirements, statements of work, and technical specifications.
- Manages contract changes, scope adjustments, and related impacts to cost, schedule, and technical baselines.
- Administers government and commercial contracts in compliance with FAR/DFARS and other applicable regulations.
- Promotes continuous improvement through lessons learned, root cause analysis, and process optimization.
- Promotes a culture of accountability, collaboration, and disciplined execution.
- Performs other related duties as assigned by senior leadership.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering is preferred, or a related technical discipline and 10+ years relevant experience preferred, focused on program critical paths, schedules, and budgets. Due to the sensitivity of customer related requirements, U.S. Citizenship is required. Must be able to obtain and maintain a DOD Secret Clearance. A successful background investigation is required for this position.

MEASURABLES

- Engineering deliverables meeting technical, quality, and contractual requirements.
- Program execution within approved cost, schedule, and scope baselines.
- Achievement of profitability and margin targets.

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: \$55-65/ hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For over 45 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website <https://Mnemonics-inc.com> fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.

Mnemonics, Inc.
3900 Dow Road, Suite J.
Melbourne, FL 32934
Humres@mnemonics-inc.com