**[***INSERT AGENCY/OORGANIZATION LOGO HERE OR ATTACH TO REQUEST***]**

**Job Title**

**LOCATIONS:** City, State

**SUMMARY:**  
BCF Solutions, Inc. [*BCF Division Name*] Division is hiring a (*full or part*) time [*Job Title*] to support the [*Program Name*] program, [*name of agency or organization (acronym)*]. The candidate will [*high level statement of requirements overview*].

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**   
  
**[*Functional topic #1*]:**

* ***Multiple*** *bullets w detailed descriptions of requirements activities*
* ***Multiple*** *bullets w detailed descriptions of requirements activities*
* ***Multiple*** *bullets w detailed descriptions of requirements activities*

**[*Functional topic #2*]:**

* ***Multiple*** *bullets w detailed descriptions of requirements activities*
* ***Multiple*** *bullets w detailed descriptions of requirements activities*
* ***Multiple*** *bullets w detailed descriptions of requirements activities*
* Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**  
[*Degree level*] or above required, advanced degree preferred in [*competency of degrees*].  
[*minimum #*] years experience supporting [*functional organizations or agencies*] preferred.  
Strategic planning background preferred.

**PREREQUISITES:**  
Must be eligible to obtain and maintain a DoD Secret clearance. [*adjust for NASA, DOE, ect*]  
An active DoD Secret clearance is highly desirable.

**ADDITIONAL KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:**  
[*Include any certifications; office skills; languages; etc*].  
Must have proficiency in a variety of computer software applications [*i.e., word processing, spreadsheets, database, (MSWord, Excel, Access, PowerPoint), MS Project, Cobra, Primavera, etc*].  
Capable of working independently or leading teams in the solving of problems. Capable of providing daily supervision and direction to support teams.  
Familiarity with staff work is desirable.  
Must be able to develop a strong rapport with personnel representing organizations internal to [*organizations and stakeholders*].  
Ability to resolve issues and make sound decisions which are in the best interest of the government customer.  
Must be a self-starter, detail oriented, able to support multiple projects, possesses excellent communication skills, works well with a team, interacts with multiple levels of management, and able to manage customer and contractor relationships.  
Effective oral and written communication skills.  
Ability to organize and prioritize work.  
BUILDER experience preferred.

Please print, complete, and sign a BCF [Employee Application](http://www.bcfsolutions.com/wp-content/uploads/2013/04/BCF-EmployApplication.pdf) to submit with your resume to:

[BCF HUMAN RESOURCES POC]  
Corporate Human Resources  
[email@bcfsolutions.com](mailto:email@bcfsolutions.com)  
PHONE:

FAX:

BCF Solutions, Inc. is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities and participates in the E-Verify Employment Verification Program.