



## Toyon Research Corporation

6800 Cortona Drive  
Goleta, CA 93117  
www.toyon.com

CAREER OPPORTUNITIES – Santa Barbara, CA

### Project/Program Assistant (Ref #1855-H)

Toyon Research Corporation is seeking a creative administrative professional to work closely with Project Managers and Engineers to assist in program management duties. These duties include compiling technical, financial, and other project data using various software tools for inclusion in reports and presentation materials. Responsibilities require active communication and planning among various members of the technical staff. A highly qualified candidate will provide attention to details and initiative to proactively ensure duties are done in a timely manner.

#### Duties:

- Coordinate various activities among the program management, customers, and outside parties related to program execution, management, and planning.
- Participate in project meetings to coordinate logistics and follow-up activities.
- Monitor financial information related to program budgets and cost proposal preparation.
- Troubleshoot and monitor potential scheduling problems/conflicts.
- Assist in the creation and review of project documentation, including proposal preparation, reports, memos, and other forms of communication.
- Coordinate with the Accounting department to assist in program-specific purchases, including budgets for subcontracts, consultants, and suppliers.

#### Qualifications:

- Bachelor's degree in English, Psychology, Business, Communications, or equivalent experience;
- Computer proficiency (Microsoft Office – Excel, Word, and Power Point);
- Highly qualified candidates possess proficiency in Adobe Illustrator, InDesign, and/or Photoshop;
- Excellent written and oral communication skills.

**U.S. Citizenship Required.** Ability to qualify for a US Department of Defense security clearance required.

Please e-mail resume to: [employment@toyon.com](mailto:employment@toyon.com)

**WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!**

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability