



Management Support Specialist

WHO WE ARE:

Muse Technologies is an 8a, female-owned company. Our expertise in government and industry ensures that we provide our clients with customized Leadership, Technology, and Management solutions that overcome obstacles, and get results. Just as our employees are diverse, so are our clients.

WHAT YOU WILL DO:

As a Management Support Specialist contractor, responsible for program management and public affairs functions pertaining to the bankruptcy community. The position is located in the Office of Planning and Evaluation in the Executive Office for U.S. Trustees (EOUST), Washington, DC and will assist with the USTP's responsibilities, including:

ESSENTIAL RESPONSIBILITIES:

- Assist with the implementation of the statutorily mandated debtor audit process, including periodic reviews of process design.
- Develop and implement protocols related to the USTP's internal peer evaluation program.
- Draft and edit written materials for bankruptcy-related articles, case summary reports, leadership speeches and testimony, press releases, and other outreach efforts to the bankruptcy community.
- Assist with responses to bankruptcy-related inquiries received from members of the press.
- Coordinate responses to inquiries received from members of Congress, citizens, and other external parties.
- Facilitate and participate in an internal validation process for internal databases.
- Coordinate special projects involving multiple functional areas. Coordinate actions, clarify responsibilities, and establish timelines for completion.
- Consolidate and review data as necessary to ensure the accomplishment of objectives, timeliness, and acceptability.
- Provide advice and guidance for improvements and anticipate areas of concern.
- Plan, coordinate, analyze, and evaluate operations. Recommend changes to operating practices and provide guidance on applying new guidelines.
- Serve as the central point of contact for authoritative information on programmatic policies, procedures, and requirements.
- Participate in staff and management level meetings and discussions about the activities encompassed in the functions of the position.



WHAT MATTERS TO US:

- A bachelor's degree in Business, Communication, or related field.
- Minimum of 5 years of performing routine administrative support duties.
- Strong writing skills with legal writing & editing experience
- Experience working in a law firm is a plus
- Intermediate or higher skill level using Microsoft Office 365 products
- Ability to receive a government security clearance
- Excellent communication skills
- Experience editing and proof-reading documents for language, grammar and information accuracy.
- Knowledge of communication guidelines associated with the media, and government agencies
- Must be able to obtain a Public Trust security clearance

Commented [VG1]: @Lisa Cureton @Jonathan Monroe
Client did not specify the type of BS/MS they would prefer candidates to have. I put "Business, Communication, Technology, or related field"- let me know if you prefer I adjust that.

Commented [VG2]: @Lisa Cureton @Jonathan Monroe I added 5 years as a required experience (similar to the Business Analyst III)

WHAT WILL MATTER TO YOU:

Muse Technologies offers its employees' salaries that are commensurate with their experience, and that are market compatible. This position may have multiple duty locations in the Washington, DC metropolitan commuting area. The employee will be expected to report to various work locations as directed without additional compensation for travel.

ANY ADDITIONAL DETAILS

Muse Technologies does not discriminate based on race, color, creed, religion, gender identity, sexual orientation, gender identity, age, mental or physical disability, ancestry, marital status, and national origin. We are an equal opportunity employer, and we encourage military veterans to apply.

Muse participates in the E-Verify Employment Verification Program.

Subject to applicable law, all prospective hires will be required to show proof of COVID-19 vaccination as a condition of employment. Reasonable accommodation will be considered.