



Reference Number: 187

Growing Research and Consulting Firm Seeks Technology Project Analyst in Germantown, MD

Advocates for Human Potential, Inc. (AHP) is seeking a Technology Project Analyst based in Germantown, MD, to support its business growth.

We are seeking an energetic Technology Project Analyst who:

- Maintains the company's interface with the Internet on the World Wide Web to ensure that the content of the company's web page is current, attractive, complete and accurate.
- Monitors the system to ensure the integrity and security of the data.
- Consults throughout the company on how to navigate and communicate to and through the web.
- Responsible for analyzing and troubleshooting complex software problems and providing solutions to overcome those problems using the latest technologies.
- Provides recommendations for application and system improvements.
- Has a strong knowledge of developing websites and applications using a variety of technologies.
- Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making.
- Responsible for managing and performing website editorial activities including gathering and researching information that enhances the value of the site.
- Locates, negotiates, and pursues content.
- Seeks out customers to gather feedback for website improvement and enhancements.
- Enjoys working with a smart, talented and diverse group of content experts, program managers, and financial and administrative team members.

The Technology project Analyst will:

- Designs and develops primarily Internet/web pages and applications such as e-commerce and content-driven websites.
- Codes, tests, debugs, documents and implements web applications using a variety of languages and platforms such as HTML, Java, PHP, JSP, Python, AJAX, JavaScript, ASP, CGI, Perl, XML.
- Develops proof-of-concepts and prototypes of easy to navigate user interfaces (UI) that consist of web pages with graphics, icons and color schemes that are visually appealing.
- Ensures that applications are compatible across multiple computing platforms and browsers.

- May require familiarity with streaming media concepts and techniques, including digital video and audio compression standards such as MP3, WAV and MPEG.
 - Under general direction, develops, tests, maintains, and supports high-performance, innovative web-based applications.
 1. **Process information and data:** Anticipate administrative and management needs and develop internal processes to address them.
 2. **Generate information, literature and/or data related to project tasks** (Internet searches, information databases, interviews, focus groups, etc.)
 3. **Writing:** Web content, work plans, literature reviews, reports.
 4. **Develop content expertise:** Gather information about a particular content area, be able to express key findings orally and in writing, and make connections between that area and others;
 5. **Problem solve:** Develop multiple solutions to problems, use good judgment about when to seek advice about which solutions to apply, and apply them.
 6. **Manage project tasks**
 7. **Contribute to business development:** Research new business development opportunities and contribute to proposal writing.

Education and Experience

Typically requires a BS degree in Computer Science or Marketing, English, Journalism, Graphic Design, Communications or related field, with 2–4 years of related experience in systems or marketing. Requires experience in production management, web page design, HTML, and web graphics types and standards.

Knowledge of social policy on health and human services topics is a plus. Excellent oral and written communication skills, including the ability to present materials in meetings and to write project documents with minimal revisions from a supervisor.

Knowledge, Abilities and Skills

- Demonstrated appropriate interpersonal, communications and organizational skills, which have resulted in effective team membership.
- Creative problem-solving skills, including a high level of organization, with the ability to multi-task including file maintenance.
- Support the Task Leader in Technical Assistance in monitoring and reporting on TA activities.
- Coordinate and submit monthly and annual reports, conduct research using online sources and provide content to update website and community pages.
- Good business writing and oral communications skills, including the ability to facilitate internal planning meetings as needed.
- Able to work both independently and as part of a team.
- Ability to anticipate work that needs to be done and volunteer to complete it.
- Ability to work under pressure and tight deadlines.
- Basic computer skills, including experience with social networking websites, proficiency in MS Word, Outlook, Excel, and PowerPoint essential.
- Familiarity with E-learning software, SharePoint and/or database application familiarity a plus.

Competitive salary and attractive benefits package. Qualified individuals please email resume and cover letter to careers@ahpnet.com and reference Job 187. AHP is an equal opportunity employer.