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**TMGL LLC**  
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**TMGL is a small business with HQ's in Northern Virginia. We are a defense contractor providing support for media relations, communications strategies, managing social media, websites, generating high end graphics and all other aspects of public relations.**

**Program Manager/Public Affairs Generalist:**

- Minimum 10 years demonstrated professional experience, at least three (3) years continuous experience at the strategic communications level including executive-level / senior leader communications.
- BA degree in a communication-related discipline.
- PMP preferred.
- Routine work experience guided by AP Style
- Work experience in a military organization or military environment; U.S. Army preferred.
- Work experience with an art, culture, museum, and/or visitor/public-focused mission preferred.
- Work experience for an organization with a national profile in a Top 10 media market and/or national following.
- OPSEC experience and OPSEC Level II training preferred.

**Position:** Team lead for a four-person communications contract team, which includes a Social Media Manager, Protocol and Events Manager, Content Manager, and the Team Lead.

This is a high-visibility office operating within the constraints of limited resources and overlapping priorities. The environment demands someone who is both process-oriented and adaptive—capable of managing daily execution while also improving long-term efficiency. Program Manager must be strong in writing, editing, media production, and event coordination—while maintaining visibility over each team member's workload, critical deadlines, and high-impact deliverables. The successful candidate will serve as a critical translator between the PAO's vision and the team's execution, ensuring that workstreams are



aligned with leadership intent. This includes daily oversight of task progress, proactive prioritization in coordination with leadership, and clear documentation of workflows to support accountability and transparency.

**Ideal Candidate Characteristics:**

- **Operational Precision:** Able to track multiple, concurrent workstreams with minimal error or oversight gaps, “detail oriented.”
- **Process Discipline:** Capable of adopting, adapting and implementing systems for task tracking, reducing editorial times by providing editorial needs and the vision to learn the Museum’s “voice” and the PAO’s stylistic preferences.
- **Subject-Matter Competence:** Experienced in deliverables, i.e. writing, media, events—enabling informed delegation and quality assurance. Must be comfortable interfacing with senior leadership and outside stakeholders.
- **Leadership Without Micromanagement:** Someone who can remain attuned to the status of all work without stifling the independence of a high-performing team. Must be able to recognize different personalities and engage accordingly.
- **Adaptability Under Pressure:** Comfortable balancing competing deadlines, shifting priorities, and evolving expectations.

\*This is a “**working manager**” position. Candidate must be comfortable stepping in to support execution when needed, while simultaneously maintaining a strong forward view of timelines, resource constraints, and institutional objectives. Precision, clarity, and consistency are essential traits.

- **Salary:** Based upon experience and qualifications ~ \$120K
- **Place of Performance:** Full Time at Government site, US Army Base, Ft. Belvoir, VA
- **Benefits:** TMGL provides a full range of benefits including health insurance, life insurance, 401K with matching, vacation and PTO. Detailed list of benefits available upon request.
- **Work Schedule:** 40 hours per week, 11 National Holidays, **on-site at Ft. Belvoir.**

**Interested, please contact:**

**Phil Bower** at (540) 439-2470/ (703) 407-2744 or [phil.bower@tmgl-llc.com](mailto:phil.bower@tmgl-llc.com)