

Project Manager

INCUMBENT: TBD
REPORTS TO: Direct: Director, PMO
Indirect: Project Leads as Assigned
LOCATION: Remote (telework eligible)
STATUS: Full-time, Exempt
DATE: September 2022



DESCRIPTION

The Project Manager will provide administrative project oversight for Connected Nation (CN) projects. This includes a variety of tasks that involve administering project plans, managing workflow and timelines, verifying work quality, gathering documentation in support of projects, working directly with clients, scheduling high-level meetings with external stakeholders, preparing reports, and providing support for project leads as necessary. The Project Manager will take direction on the content of their work from the Project Lead to which they are assigned; but, will follow business process doctrine utilizing PMI standards. The Project Manager will work with the Executive VP, Development and Planning, to plan and manage project workstreams for various projects as assigned. They will also be responsible for planning and finalizing proposals and other documents as needed. The Project Manager should be proactive in their approach to project management, both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Focus on standards of production, productivity, and quality to mitigate operational challenges and identify work process improvements.
- Focus on increasing efficiencies in data entry and reporting.
- Gather documentation in support of projects as needed.
- Develop guidelines to promote uniformity.
- Follow internal project management guidelines to create charters for qualifying projects within five business days of receipt of fully executed contracts.
- Create a charter for new projects and submit to the Project Owner for the internal kickoff meeting.
- Lead or attend team meetings as requested.
- Monitor status of active CN projects, requesting status updates periodically to ensure projects will deliver on time, within budget, and within scope.
- Develop work plan, capturing milestones and deliverables, for assigned projects and work with Project Owner as requested.
- Administer projects as needed. Administration includes data entry, interdependency and milestone review, managing workflow and timelines, maintaining contacts, scheduling and leading meetings, gathering supporting documentation, verifying work quality and producing status reports as required.
- Proactively identify process improvement opportunities and drive continuous process improvement throughout CN.

- Maintain strictest confidentiality of all organizational matters.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in Business related discipline (preferred).
- Project Management Institute (PMI™) credential (CAPM, PMP, PgMP, PMI-ACP/RMP/SP/PBA) or equivalent Project Management certificate from accredited program preferred.
- Must have five years experience in a professional setting and be skilled in managing projects.
- Must commit to standardized training in PMI™ methodology.

QUALIFICATIONS

- Advanced computer proficiency and internet research skills.
- Identifies and resolves problems in a timely manner.
- Gathers and analyzes information skillfully.
- Maintains confidentiality.
- Must have a high level of social intelligence and superior interpersonal skills to handle sensitive and confidential situations; position continually requires extroverted demeanor and demonstrated poise, tact, and diplomacy.
- Ability to exhibit solid independent judgment with minimal direction.
- Superior written and verbal communication skills; must be able to interact and communicate with individuals at all levels of the organization.
- Ability to proofread and edit with high accuracy; work requires an extensive knowledge of business and an excellent command of the English language.
- Prioritizes and plans work activities and uses time efficiently. Work requires continual attention to detail in composing, typing, proofreading, establishing priorities, and meeting deadlines.
- Ability to learn tasks independently and to apply previous experience to develop new techniques and systems.
- Adapts to changes in the work environment, manages competing demands and able to deal with frequent change, delays, or unexpected events.
- Professional/polished presence with experience working in a highly professional setting.
- Consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Ability to meet travel requirements.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the

minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.