

Project Manager

Overview:

We are looking for an extremely self-motivated, detail oriented, project manager to join our team. The Project Manager is responsible for monitoring and maximizing project health by allocating team assignments, providing consistent communication, ensuring budget and timeline adherence, and maintaining management satisfaction with project implementation.

Responsibilities:

- Oversee a large quantity of multi-departmental projects concurrently.
- Provide leadership to the project teams. Facilitate collection of current status, analysis of open items, and provide direction and priority related to the next steps.
- Collaborate with the team to define project tasks and resource requirements.
- Help set timelines for existing projects, including benchmarks & budgets.
- Proactive in escalating as appropriate to keep cost, timing, and deliverables on track.
- Conduct project lessons learned with project team and management.
- Utilize project management software, inputting new projects and assigning tasks to appropriate team members.
- Flexibility to adapt to evolving processes.

Requirements:

- Bachelor's degree or equivalent experience
- 2+ years of project management experience or proven experience in a similar role
- Preferred experience in small team management
- Self-starter who can manage their time and others with little oversight
- Strong analytical and problem solving skills
- Strong verbal, written and presentation skills
- Excellent interpersonal skills
- Solid organizational skills including attention to detail and multitasking
- Proven ability to successfully work and communicate across multiple departments
- Critical thinking, ability to challenge others, drive productivity while maintaining strong business relationships
- Proficient in project management tools, processes and best practices
- Strong Spreadsheet skills
- Strong knowledge of Powerpoint
- Experience with Asana preferred
- Agency experience is a plus

Interested candidates should contact: Mike Callahan, director.militaryoutreach@pmiglc.org