



JOB DESCRIPTION

Position Title: Project Manager

Department: G&A

EEO Classification: Professionals

Reports To: Director of Project Management

FLSA Status: Exempt

Position Summary

The Project Manager is responsible for managing projects of varying size and complexity. The Project Manager is responsible for reporting on, organizing and controlling all project activities and teams, under the direction of the Director of Project Management.

Essential Job Functions

The essential functions include, but are not limited to the following:

- Effectively and accurately create and manage project plans, as well as all documentation pertaining to projects, including, but not limited to, project onboarding documentation, weekly status reports, meetings notes, and agendas.
- Manage and track project budgets and provide necessary communication and documentation should the project budget be at risk.
- Manage and track project tasks, milestones, and action items.
- Collaborate with project stakeholders to keep tasks on track and have realistic and obtainable deadlines.
- Identify and track project assumptions, constraints, and risks
- Work with internal project stakeholders to mitigate risks associated with project
- Ensure both internal and external project stakeholders are staying within scope of the contract
- Attend and participate in weekly PMO meetings.
- Schedule and lead client meetings
- Performs other related duties as assigned.

Qualifications (Knowledge, Skills, Abilities)

- Skilled in various forms of documentation, including, but not limited to, taking clear and precise meeting notes
- Professional verbal and written communication skills
- Skilled in forward-thinking, and the ability to foresee potential roadblocks and project constraints
- Skilled in leading and managing cross-functional teams
- The ability to multitask, and manage multiple projects and teams at once
- Skilled in tracking and monitoring project budgets
- Knowledge of foundational Project Management principles and terminology
- Ability to read and analyze contracts and Statement of Work documentation
- Ability to work autonomously, with effective time management skills.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to



perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note

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. Employees 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. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents 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. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.