



jeweldlegacy group

Job Description for Project Manager

POSITION TITLE: Project Manager

JOB TYPE: Full-Time, Exempt

SALARY: \$76,000.00-\$80,000.00

REPORTS TO: Director of Operations & C.E.O. (shared reporting)

LOCATION: Remote Work Available (TBD)/Oakland, CA

Our growing company Jeweld Legacy Group (a for-profit company) is looking for a **Project Manager**. Jeweld Legacy Group offers extensive consulting services that range from program management and design, evaluation and compliance and human resources and staff support. We work with city and county government agencies, community and faith-based organizations, grassroots nonprofits, and emerging community leaders in California and across the U.S.

We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all the qualifications, you may still be considered depending on your level of experience.

JOB DESCRIPTION: The Project Manager role is the backbone of our client work. This position oversees and manages all specifics related to key client projects. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Set deadlines, assign responsibilities, and monitor and summarize progress of the project. Prepare reports for upper management regarding the status of the project. The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget, coordinate with other departments to ensure all aspects of each project are compatible and provide expert advice on change management issues as they relate to the client deliverables as well.

Duties and Responsibilities:

- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure performance using appropriate project management tools and techniques
- Report and escalate challenges or problems to management as needed
- Ensure resource availability and allocation
- Manage the relationship with the client and relevant stakeholders
- Perform risk management assessments to minimize potential risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive documentation of project status
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on staff members' individual strengths, skill sets, and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals



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- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Attend conferences and training as required to maintain proficiency and grow skills with taking advantage of professional development opportunities
- Develop spreadsheets, diagrams, and process maps to document needs
- Perform other related duties as assigned

Qualifications, Experience and Knowledge

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- A bachelor's degree is required; A master's degree is preferred and/or 5 years of project management experience or an equivalent combination of education, training and experience. Project Management Professional (PMP) Certification is a plus
- Proven prior work experience in project management
- Experience with project management software tools
- Strong problem solving and decision-making skills
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and skill with multitasking shifting priorities
- Display a high degree of initiative in proactively working to organize documents and lead presentations of client information
- Must possess excellent analytical thinking skills
- Good understanding of data visualization and information design concepts
- Strong understanding of project planning and scheduling and the effect these have on project budgets and forecasts
- Ability to communicate with Project Managers and other staff with varying degrees of skill levels from a project management and controls perspective
- Ability to utilize critical and creative thinking, as well as analyze, problem solve, and recommend solutions Strong working knowledge of Microsoft Office Suite - proficiency with Excel and other related Project Management Software (i.e., Smartsheet, etc.)
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If you are interested in this role and meet the qualifications as noted above, please send a detailed cover letter and resume to: quiana@jeweldlegacy.com. Please note Project Manager in the subject line of the e-mail. We will not consider applicants that do not submit a cover letter.

NON-DISCRIMINATION POLICY:

Jeweld Legacy Group does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.