

Job Description: Communications Project Manager

Collaborative Communications Group, Inc. is looking for an experienced Project Manager to manage and lead a variety of Collaborative's client communications projects. The Project Manager is expected to understand the client's organizational goals and work with internal team members to successfully facilitate the development and execution of assigned communications projects.

To be successful in this role, you'll need to be a self-starter and have a passion for innovative communications approaches. This role requires you to think quickly under pressure, work in an autonomous style, and be able to positively motivate and engage the team for a successful delivery.

Collaborative is a communications and consulting firm specializing in education and learning. We are passionate about helping our clients improve public education within the United States and across the world through learning, collaboration, and engagement.

The Project Manager is a full-time position.

RESPONSIBILITIES

The Project Manager will:

- Maintain strong relationships and communicate project assignments and expectations with internal team of communications, digital, content, and design experts and external team of website developers, and videographers to ensure top-quality deliverables;
- Create and execute project work plans and timelines, revising as appropriate to meet changing project needs and requirements across media, events, and digital business practices and maintaining project documentation;
- Maintain a detailed understanding of all aspects of project management including contribution to and management of the project plan according to the budget and scope of work and adherence to all stated contractual requirements;
- Plan and facilitate regular project meetings (internal and client-facing);
- Work closely with project team members to ensure that project deliverables meet or exceed client goals and are completed on time;
- Oversee rigorous quality assurance processes and ensure contract compliance for all deliverables; and
- Availability to respond to client requests within one business day.

QUALIFICATIONS

The Project Manager will have or demonstrate:

- Exceptional communications skills and a familiarity with marketing best practices, combined with the ability to work with people at all levels of an organization;
- 3-5 years of experience leading the development and management of projects in the service of communications goals;
- Demonstrated leadership and management skills;
- Ability to facilitate decision-making, both independently and in coordination with a client;
- Experience with and ability to explain the use of common content management systems, including WordPress; and
- Flexibility during peak workload periods.

Salary is competitive and commensurate with experience. The Project Manager will work across teams. With top-notch benefits, this full-time position is based in Washington, DC, and is Metro accessible. (Office is currently working remotely due to COVID-19.)

TO APPLY

Please combine a cover letter and resume into a single file, add a link to your portfolio of work, and send via e-mail (with subject line “Project Manager”) to jobs@collaborativecommunications.com. Resumes will be reviewed on a rolling basis. No phone calls please.

ABOUT COLLABORATIVE

Collaborative is passionate about helping to improve public education within the United States and across the world through ongoing learning, collaboration, communications and engagement.

We are a consulting firm that works to:

- Connect networks of people in learning communities within, and across, organizations to significantly enhance their knowledge and capacity;
- Create, share and use knowledge about education issues to generate new ideas and improve performance; and
- Engage diverse stakeholders to go beyond traditional approaches, create solutions aligned to the values of the people affected by them and build sustained attention to complex problems.

For 20 years, Collaborative has partnered with leading education organizations, foundations, government agencies, school districts, and community-based organizations that share our values and commitment. We empower our clients by working to build capacity—not dependency—and by providing an array of strategies, systems and tools that are continuously evolving. We provide access to and connections within a growing network of organizations, researchers, consultants, practitioners, and community members whose collective content knowledge, expertise and experience supports the learning and growth of everyone in the network. We build tools, processes and products that are intended to accelerate learning and productivity and that regularly produce breakthrough results.

The statements in this description represent the typical elements of, and criteria for, the general work that the applicant should expect to perform in this role. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills for this job.

Collaborative Communications is an equal opportunity, affirmative action employer. It is a strongly held value of Collaborative that power and possibility are not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.