

**SE2 JOB DESCRIPTION**

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**JOB TITLE:** PROJECT MANAGER  
**REPORTS TO:** SENIOR PROJECT MANAGER  
**STATUS:** EXEMPT

**SUMMARY OBJECTIVE**

The primary responsibility of the project manager is to work with internal teams to manage client campaigns through the project lifecycle. This includes but is not limited to scoping, budgeting, contracting, project planning, scheduling, budget and timeline management, and inter-team communications.

**KEY RESPONSIBILITIES****Project Management (45%)**

- Support Client Services Team with development of detailed project work plans, project architecture and budgets in Workamajig project management system
- Create and manage timelines in accordance with project work plans
- Support Finance and Client Services Team with client billing
- Support VP of Strategy and Operations and Senior Project Manager with identifying and resolving project workflow issues, resourcing and process improvements
- Conduct trafficking functions to keep work flowing through the creative and content team, work with Client Services team to support other trafficking needs
- Schedule appropriate internal creative, content and strategy resources, keep detailed notes of decisions from meetings

**Account Management Support (25%)**

- Provide Client Services Team with project financial data to help them make proactive decisions to improve project profitability
- Support Client Services Team to develop project change orders and create relevant documentation

**Scoping (20%)**

- Work with VP of Strategy and Operations and Senior Project Manager to develop change orders, scopes of work and associated budgets for proposed projects

## Vendor Contracting (10%)

- Develop and manage vendor subcontracts/purchase orders in coordination with Client Services team and Creative and Content Directors
- Review and process vendor invoices, ensuring invoices align with approved scope of work and budgets
- Coordinate with Creative/Content Team on subcontractor relations (e.g., scheduling, ensuring vendors have needed project assets)

## Core Requirements

- Bachelor's degree or comparable professional experience
- 5+ years of agency or similar experience including 3+ years of experience as a project manager
- Experience managing multi-million dollar projects/budgets
- Experience with Workamajig® project management software platform is *preferred*, **experience with enterprise project management system is mandatory**
- Proficiency in MS Office® suite
- Professional demeanor and the ability to serve as a confident representative of the firm with a variety of stakeholders, clients and community members

## Benefits

- Flexible location (U.S.-based) and ability to arrange some flexibility of hours
- Medical, dental, vision and life insurance
- Paid holidays, vacation and sick days
- 401k program, once eligible
- Professional development and training opportunities, including those for growth into broader areas of communications and marketing work

**SALARY RANGE:** \$50,000 - \$70,000 dependent on experience

*SE2 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We welcome applicants from diverse backgrounds and experiences.*

## TO APPLY:

*Please submit a resume and cover letter to [Jobs@SE2Communications.com](mailto:Jobs@SE2Communications.com) by July 30, 2021. Please put 'Project Manager' in the email subject line.*