



## Project Manager

**Department:** Projects  
**FLSA Status:** Hourly  
**Work Schedule:** Remote Work

**Job Status:** Part time  
**Reports To:** Director of Client Experience  
**Positions Supervised:** Contractors

### POSITION SUMMARY

The Project Manager is the focal point of the client relationship. They are responsible for managing the entirety of the project timeline, consistently communicating with all parties involved, and ensuring the scope of projects are achieved within budgeted time and cost guidelines. A highly involved and direct contact for clients, the Project Manager is the champion for our culture and core values as well as for the client.

### ESSENTIAL FUNCTIONS

- Be the central contact for clients, vendors, and contractors
- Exhibit GreenCup Digital's Mission, Core Values, and Culture
- Execute Statements of Work and Addendums with contractors as directed by the Director of Client Experience
- Own the projects - Establish and maintain timelines for client projects and dig in when you need to!
- Coordinate client and contractor relationships in accordance with Company Handbook guidelines
- Schedule and attend client reviews and contractor meetings
- Cross-selling to match client needs and GreenCup Digital offerings
- Communicate individual and team capacity levels to Directors
- Tracking project hours for project completion and managing project invoicing needs

### POSITION QUALIFICATIONS

- At least 2 years of project management experience in digital marketing or related fields – Specifically as sole point of contact for clients
- Experience with Google Applications required
- Experience with Basecamp preferred
- Experience managing meetings, expectations and other digital marketing or related professionals
- Possess honesty, maturity, emotional control, and ability to maintain confidentiality
- Possess organization skills, self-motivation, and creativity alongside high levels of attention to detail
- Ability to communicate with team leaders and practice appropriate problem-solving techniques if the need arises.

I agree to assume the above listed responsibilities. I meet the essential job requirements as listed on the attached sheet, with or without accommodation. If accommodation is needed, it shall be agreed to in writing.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR and Management have reviewed this job description to ensure that essential functions have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by team leaders as deemed appropriate.