



Project Manager

Department: Project Management

FLSA Status: Hourly

Work Schedule: Remote Work

Job Status: Part time, 1099

Reports To: COO

Positions Supervised: Team Members

POSITION SUMMARY

At GreenCup Digital, the Project Manager oversees the successful execution of digital marketing projects for our clients. They collaborate closely with internal team members and clients to ensure that projects are completed within budget while meeting the scope requirements. A highly involved and direct contact with clients and team members, the Project Manager has excellent communication and leadership skills and can effectively manage and prioritize multiple projects in a fast-paced environment.

ESSENTIAL FUNCTIONS

- Be the central point of contact for clients, team members, and vendors to ensure that client projects are completed on time, within scope, and within budget.
- Execute Statements of Work and Addendums with team members as directed.
- Own the projects by ensuring that all project documentation, including project plans, timelines, and reports, are kept up-to-date and accessible to relevant stakeholders, and dig in when needed.
- Schedule and attend client reviews and team member meetings.
- Track project hours for project completion and manage project invoicing needs.
- Monitor project progress and identify and mitigate potential risks and issues.
- Work closely with Digital Marketing Manager and COO to provide feedback regarding project assignments and tasks to team members based on their skills, experience, and capacity.
- Listen for opportunities to cross-sell to match client needs and GreenCup Digital offerings.
- Participate in continuous process improvement by providing feedback, tips, and tools to Leadership.
- Stay up-to-date with industry trends, best practices, and emerging technologies to ensure the effectiveness of GreenCup Digital's services.
- Exhibit GreenCup Digital's Mission, Core Values, and Culture.

POSITION QUALIFICATIONS

- Minimum 2 years of project management experience in digital marketing or related fields – Specifically, as the 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 the ability to maintain confidentiality.
- Posses the ability to flourish with minimal guidance, be proactive, and handle uncertainty
- Possess organization skills, self-motivation, and creativity alongside high levels of attention to detail.

- Possess the ability to communicate with team leaders and practice appropriate problem-solving techniques if needed.
- Must be able to work remotely and access reliable internet and computer equipment.

I agree to assume the above listed responsibilities. I meet the essential job requirements listed, 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.