Job Description

Position: Project Manager (Contract Position)

Responsible to: Chief People and Culture Officer

Location: Remote

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Our objective, as the National office of Girls Inc., is to strengthen the national organization so it provides the most effective and efficient support and resources to Affiliates.

Summary: Girls Inc. is seeking a Project Manager to coordinate the distribution of a wellness benefit that has been offered to members of our team. Complimentary access to a wellness app has been offered to all adults across our network, which comprises approximately 2000 employees, both in our national office and in 76 affiliate sites across the U.S. and Canada. The app is available to be implemented voluntarily by staff, and we hope to make it available later to participants over age 13 within our network.

The ideal candidate will have project management experience as well as strong work plan development and progress oversight skills. He/She will be expected to prepare and present progress updates to appropriate management channels on a regular basis, ensuring the launch of the wellness app is a success.

Objectives of this Role:

- Build and develop the project plan to ensure shared purpose, direction, and motivation
- Lead the project from requirements definition through deployment, identifying schedules, scopes, and project implementation plans
- Coordinate with internal and external stakeholders, ensuring the app launch remains within scope and on schedule
- Work with a project team made up of staff from various departments to assess progress and troubleshoot
- Analyze project progress and, when necessary, adapt scope, and timelines, to ensure project requirements
- Establish and maintain relationships with appropriate stakeholders, providing day-to-day contact on project status and changes.
Daily and Monthly Responsibilities

- Develop and maintain partnerships with outside resources, particularly vendor, staff implementation team, and liaisons at affiliates. Communicate plan: communicate upcoming actions and desired outcomes; communicate project status regularly both internally, to project team and externally, to the user community.
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans.

Skills and Qualifications

- 3-5 years project management experience
- Proven success working with all levels of management
- Strong written and verbal communication skills
- Strong presentation skills

Preferred Qualifications

- Professionally certified—including PMP/PRINCE II
- Attentive to deadlines
- Highly motivated
- Solution-oriented

How to Apply:

Interested applicants should send a resume including a cover letter to humanresources@girlsinc.org. Applications will be accepted and reviewed on a rolling basis until the position is filled. The compensation for this position is $40-45 per hour.

AN EQUAL OPPORTUNITY EMPLOYER