

Communications Project Manager

Job Description:

The Communications Project Manager is responsible for managing the creation and production of customer-facing communication deliverables including brochures, sales sheets, PPT presentations, website content updates, videos and other projects.

Responsibilities include but are not limited to:

- Manage creation and execution of deliverables:
 - Write project briefs to document scope of projects, creative input and budget
 - Identify tasks and resources to create a master project plan
 - Identify milestones, dependencies and issues to manage throughout the process
 - Coordinate efforts across communications disciplines to ensure deliverable dates are met
- Vendor management:
 - Select vendor to meet project criteria
 - Brief vendor to develop creative content (e.g., copy, artwork, concept development, layout, format, etc.) and timeline
 - Reviews and selects concepts to ensure established criteria (e.g., cost effectiveness, brand alignment, channel, etc.) are met
 - Completes review process with stakeholders, legal and management through final approval
 - Manages vendor performance and resolves issues to mitigate project risks
 - Manages project budget, opens jobs, approves invoices for payment
- Content maintenance:
 - Coordinate content integration to leverage content across audiences and channels
 - Post and manage collateral in the sales collateral portal
 - Manages updates to existing materials
 - Proactively manage inventory and reprints

Deliverables:

- Project briefs
- Project plans for execution phase
- Content integration strategy

Skills needed:

Proven project management skills are a necessity, as well as the ability to load balance across multiple projects

- Demonstrate the ability to consume a large volume of inputs from a variety of sources to manage creation of deliverables
- Ability to make strategic recommendations to positively impact projects; ability to generate positive return-on-investment
- Outstanding people skills with the ability to form trusting relationships, work collaboratively and build personal credibility and brand
- Good issues management and communication skills
- Demonstrates ability to create and manage a budget and to ensure projects are delivered within budget

Requirements:

Bachelor's degree mandatory

Minimum 5 years experience

Experience with Microsoft Office required, project management certification ideal