

## Project Manager

The Project Manager is responsible for completing a wide variety of projects ranging from event management and office maintenance to setting up new locations.

As the Project Manager, you will perform all the necessary due diligence regarding the successful completion of all assigned projects and determine new projects the organization should undertake to meet the needs of our clients, programs, departments, and locations to ensure high-quality therapy.

### Major Duties

#### Discovery

Regularly meet with, and communicate with stakeholders regarding the specific needs of their programs, departments, and locations. Develop projects, timelines, priority levels, and what successful completion looks like for all stakeholders. This will include requesting and managing budgets, advocating for additional budget when necessary, hiring vendors or coordinating existing staff, securing event locations, and setting or adjusting schedules to meet deadlines.

#### Communication & Research

Regularly communicate with stakeholders across the organization to understand our needs. Communicate with and research vendors, or stores, to understand pricing, receive quotes, and ensure they meet our deadlines.

#### Proposal Creation

Outline and communicate a solution for a project. Proposals should include an explanation of the project, your solution, a completion date, and the cost.

#### Project Ownership

Proactively develop partnerships across all departments, evaluate their needs, as well as our building's needs, and take ownership and responsibility for materials, improvement plans, and completion.

#### Software

Utilize our project management software (monday.com) to the fullest extent, outlining every step and task involved. As well as experience with the Google Suite.

### Skills & Competencies

The project manager must possess exceptional communication skills, both verbal and written, and must exude professionalism in all interactions as a representative of Connect Plus Therapy.

- Proficient in the use of various computer programs, including Microsoft Office and Google Suites
- Confident and clear communication skills for interdepartmental communications



- Excellent written communication skills for professional emails and various reporting methods
- Excellent time management skills; must be able to handle multiple projects as assigned

### **Physical Requirements**

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs
- Ability to travel to other locations

### **Education & Experience**

- Project management experience preferred
- High school diploma or equivalent required