



PROJECT MANAGER 2

SUMMARY

Well-being & Equity (WE) in the World is seeking a Project Manager 2 to manage projects from planning through delivery. Liaises between project members, cross-functional teams, external vendors, and other stakeholders to ensure deliverables, requirements, schedules, cost, and meeting plans are communicated. Plans, conducts, and supervises the completion of complex projects requiring high levels of functional integration.

ABOUT WELL-BEING & EQUITY (WE) IN THE WORLD

[WE in the World](#) is made up of a diverse team of change agents who are passionate about igniting transformation for well-being and equity in the world. We bring decades of experience and trusted relationships working with hundreds of organizations and communities around the world. We believe that expertise and the potential to create change lies among those with lived experience, not just with academics and high-ranking professionals. Our team aims to boost localized, community-led change and assist leading organizations by developing frameworks and tools, building strategic networks, and scaling solutions that improve well-being and equity over generations. We've helped projects all around the world, ranging from transforming systems to better support people with mental health and addictions in Delaware to prison reform in Guyana, from youth empowerment in the Gambia to generational poverty in Texas. We recently served as a lead author for the Springboard for Equitable Recovery and Resilience for the Centers for Disease Control and FEMA.

MAJOR AREAS OF RESPONSIBILITY

- Manages projects from planning through delivery; prepares agendas, meeting notes, and project summaries; plans and facilitates project meetings to align the project team to methods and goals and to track project tasks; and monitors task completion status to Identify at-risk project tasks and to develop mitigation plans.
- Works collaboratively with colleagues to leverage resources for successful project completion; and leverages steering and executive committees for decision-making, change management, and communications; liaises between project members, cross-functional teams, external vendors and partners, and other stakeholders to ensure deliverables, requirements, schedules, cost and meetings plans are communicated.
- Utilizes appropriate tools to plan project timeliness, tasks, milestones, and deadlines; communicates schedule and project changes to all stakeholders.
- Allocates resources, budgets, and hours to the project and adjusts allocations when necessary.
- Works creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Assists project leaders or managers with specific administrative tasks related to their assigned projects.
- Provides training to clients/staff.

PREFERRED ADDITIONAL QUALIFICATIONS AND COMPETENCIES



- Proven ability to demonstrate a drive for results and accountability in an ambiguous environment and collaborate across multiple areas in order to achieve a common objective.
- Strong interpersonal skills to influence and spur change, facilitate, and enhance performance within a complex environment.
- Proficient at managing budgets.
- Excellent client-facing and internal written and verbal communication skills.
- Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple organizations.
- Self-motivated, decisive, with the ability to adapt to change and competing demand
- Demonstrated team performance skills, service mindset approach, and the ability to function as a trusted advisor.
- Strong working knowledge of Microsoft Office, especially Excel, and familiarity with project management software tools, methodologies, and best practices.

REQUIRED EDUCATION AND EXPERIENCE

- Typically requires a bachelor's degree.
- 2-4+ years of project management and related experience.
- Project Management certification is a plus.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Ability to work under tight deadlines.
- Able to maneuver through complex political situations to achieve desired outcomes
- Ability and skill to drive and achieve quality results within complex, time constrained goals
- Able to think about whole systems, rather than optimize for one part
- Ability to focus and produce in a remote environment
- Committed to WE Values

CORE EXPECTATIONS FOR ALL TEAM MEMBERS:

- A willingness to lean into our [touchstones for collaboration](#)
- A willingness to advance along a racial justice and equity journey
- Acting as a servant leader and accompanier, prioritizing the needs of the organizations and communities we serve and where they are as we walk with them on their journey
- Teamwork, generosity, and a willingness to support the good of the whole, not just of their projects
- Humility and a willingness to learn and grow, to acknowledge mistakes and blind spots, and to change
- Lives and models WE in the World values Servant Leadership, Teamwork, Generosity, Equity, Courage, and Integrity

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon business necessity.

WORK ENVIRONMENT: Remote home office.



PHYSICAL DEMANDS: Minimal physical effort is normally required.

TRAVEL REQUIRED: Not required but may be requested less than 10%.

BENEFITS AND PERKS

In addition to our competitive salary and amazing culture, we offer an excellent benefits package: medical, dental, and vision (75% covered for employees, 50% for family); 15 days paid time off, 5 days sick leave, short- and long-term disability coverage, life insurance, flexible spending account, 401K with employer contribution AND match, and paid time off to serve your community or resources for professional development.

AFFIRMATIVE ACTION/EEO STATEMENT

It is the policy of WE in the World to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all resources, and participation in all WE in the World-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the organization where appropriate.