

 SOME JOB DESCRIPTION

Digital Marketing Project Management

 OVERVIEW

We are an innovative fast-paced company, on a path to growing our world-class digital marketing team. You are an organized, proactive communicator who is passionate about the digital marketing industry.

This role requires a strong ability to project manage, multitask, and create a bridge connecting stakeholders and executional needs across project. You must be motivated to suggest and take ownership in creating new and updating current processes where you see gaps and opportunities for refinement.

You're an ambitious self starter who thrives on keeping things moving and organized, assuring that the team (full time employees, contractors and SoMe partners) is a well oiled machine with you as a point person they can rely on for information and direction.

Your responsibility as a project manager will be the coordination and completion of projects on time and within the scope's budget and set activities, oversee all aspects of projects such as setting deadlines, assigning responsibilities, monitoring and summarizing progress of projects, assisting in delivery, as well as prepare reports for upper management and clients regarding status of project. Strong communication skills and positive interpersonal relationships with internal stakeholders as well as our clients will be key in this role's success.

■ RESPONSIBILITIES

- Ensure that all projects are delivered on-time, within scope and within budget.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure resource availability and allocation
- Assist the Client Success Director to manage the relationship with the client and all stakeholders
- Maintain and grow relationships with the client and effectively communicate project information
- Establish and maintain relationships with internal team and third parties/vendors
- Develop a detailed project plan to monitor and track progress that can be shared with clients as well as other staff members
- Create and maintain comprehensive project documentation.
- Track project performance, specifically to analyze the successful completion of short and long-term goals

- Work with the Operations Director to manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Meet budgetary objectives and work with the Operations Director to make adjustments to project constraints based on financial analysis
- Use and continually develop leadership skills
- Attend conferences and training to maintain proficiency

■ REQUIREMENTS

- 4 to 5 years proven working experience in project management or account management
- Working knowledge of digital marketing services and ability to communicate details to internal team and client
- Excellent client-facing and internal communication skills
- Experience working in automated project management tools
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of all Google products including Sheets
- Project Management Professional (PMP) certification is a plus
- Process Improvement experience (Six Sigma) is a plus

- Prior agency experience is a plus.

▮ ADDITIONAL INFORMATION

SoMe Connect is a leader in the field of digital marketing with clients spanning from Fortune 100 brands to storied local companies. The SoMe team focuses on cultivating one-to-one conversations with each client's audience in order to drive website traffic and brand awareness. Executing against each client's customized strategic plan, SoMe builds communities of active, engaged fans who serve as passionate brand advocates.