

Position Description:

Project Manager

Problem solvers. Masters of foresight. Highly detailed keepers of order. Project Managers at MediaDesk maintain a balance between creative production and business objectives. They balance timelines and budgets, helping the team reach the milestones that ensure client success and keep the agency running smoothly.

Project Managers are highly organized, creative, collaborative teammates, and solutions-based achievers. They work across MediaDesk's team to ensure projects are on time and on budget. They thrive on organization, yet are flexible, creative, and solutions-oriented. Project Managers at MediaDesk provide project-specific management and will work closely with the creative team and clients to deliver on projects.

Location:

In-person preferred (Albuquerque, NM), Remote considered.

Duties and Expectations:

- Develop detailed project work plans and project scopes
- Set and monitor project milestones and deadlines
- Support team with timely completion of client work, making sure timelines are met
- Report to management on projects, deliverables, and their statuses.
- Coordinate workflow between all members of the team
- Work with communications associates to schedule work as needed and set deadlines
- Investigate and resolve project issues including scope and/or timeline revisions
- Identify when deadlines may be missed and determine how to adjust projects accordingly
- Advise and provide weekly updates to team members on status of client projects

Professional Experience Required:

- Bachelor's degree or higher
- Project management experience (2-year minimum)
- Customer service experience (1-year minimum)
- Experience with Google Workspace, Asana, and Toggl (or similar time tracking tools)

Important Skills:

- Highly organized. Demonstrated ability to prioritize complex work-flows
- Curiosity and interest in looking at processes and procedures from different perspectives
- Fast learner and independent thinker
- Stellar communication and problem-solving skills
- Collaborative and team-oriented
- Ability to support a range of colleagues and collaborators, including directors, designers, associates, videographers, photographers, writers, animators, talent, etc.

- Elevated soft skills to work well with different personality types

Experience in the nonprofit, foundation, or government sector is a plus

About Us:

MediaDesk is a values-based creative agency that works exclusively with nonprofit and public sector organizations. Our work makes sure great causes stand out and stick around, and we help power positive change. Our company culture encourages all team members to ask questions and speak up when help is needed. We maintain an incredible team of designers, communication specialists, web developers, digital strategists, media planners, and other makers of all types who live and breathe our core values. While our work takes us all over, we remain headquartered in our hometown of Albuquerque, NM.

Don't let the fact that we work predominantly with nonprofits give you the wrong idea. We put people first and offer a competitive compensation package. In addition to market-based salaries, we also provide a robust Employee Care Program that includes flexible work options, health care, retirement, and a generous leave program.

Salary Range:

\$65K - \$80K commensurate with experience. Additional stipend provided to bilingual teammates.

How to Apply:

Interested applicants must submit a cover letter and resume to jobs@mediadesknm.com. Both documents should indicate the job you are applying to. You may also include links to portfolios or relevant work samples. Applications will not be considered if submitted by any other means.