



Position: Project Manager

General Description

The Project Manager is responsible for the effective and efficient tracking and implementation of APEX projects.

Essential Job Functions Include:

- Provide project leadership: manage multiple projects with a high degree of accuracy, attention to detail, and quality to ensure effective execution.
- Outlines tasks involved in the project.
- Determine and define project scope and objectives. Develop and manage detailed project schedules and work plans.
- Conduct research and perform analysis for projects; identify project partnership opportunities; financial or other resources.
- Routinely make decisions regarding matters of significance regarding project scope, objectives, schedules, workplans, partnerships, resources, and communication.
- Network with local and regional stakeholders and organizations.
- Monitor and compile project reports, keeping stakeholders updated on progress.
- Addresses questions and/or concerns throughout the project.
- Acts as a liaison between APEX, clients, and stakeholders.
- Communicates and collaborates internally and externally to provide information required to keep current projects on schedule and promote new projects.
- Ensure compliance with federal, state, local, industry, contractual, and organizational regulations, standards, specifications, and best practices.
- Timely and reliable attendance to complete all job duties.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

Computer skills to proficiently manage Outlook, Word, Excel, PowerPoint, Microsoft Teams, Zoom, Adobe, Doodle Poll, SurveyMonkey, Eventbrite, HubSpot CRM Software and SharePoint document management system.

Professionalism and Integrity: Ability to take initiative in a changing environment.

Conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations and seeks out solutions. Solutions orientated.

Planning, Organizing, and Evaluating: Critical thinking along with strong organizational and time-management skills. Ability to manage conflicting priorities to complete projects and communicate results. Innovative problem-solving skills. Self-motivated with an ability to work independently and as a member of a diverse team. Evaluation skills, specifically the ability to collect data and prepare accurate reports.

Communication: Good communication (spoken and written) skills, including ability to draft a variety of correspondence and other communications including social media posts and website content, meeting notes, etc. Ability to maintain confidentiality and non-disclosure requirements.



Teamwork: High level of interpersonal skills and ability to establish and maintain effective working relations with team and external stakeholders.

Experience and Qualifications:

- Three to five years of previous project management experience is preferred.
- Bachelor's degree in a relevant field is preferred.
- Valid driver's license, clean driving record for insurability, and reliable transportation to attend meetings within the service region.

Travel Requirements:

This position requires monthly travel for projects and training.

Physical Requirements:

This position involves primarily sedentary duties and works at a computer for long periods of time and involves standing, sitting, bending and lifting of at least five pounds.