

Project Manager

Alteristic seeks a Project Manager to organize, and coordinate assigned complex projects and manage the successful execution of Alteristic consultations, training, and technical assistance. Project Manager will work as a part of a team to plan, implement and evaluate projects.

Alteristic is a high-growth, mission-driven organization dedicated to creating workplaces, communities, and educational institutions that are safe, equitable, and free from all forms of violence, with a focus on preventing workplace harassment and sexual assault. This position is both strategic and facilitative and requires a combination of focus, flexibility, emotional intelligence, self-motivation, and strong project management skills. The ideal candidate has exemplary interpersonal and communication skills, is highly collaborative, and excels in entrepreneurial environments.

We offer a competitive salary commensurate with education and experience, and our benefits package includes health, dental and vision insurance, life insurance, generous leave, and retirement.

This is a remote position. Candidates may reside anywhere in the US. This position requires some travel.

Essential Functions

- Oversee the coordination, implementation, and delivery of contract deliverables for large-scale government projects
- Coordinate with members to make sure that all parties are on track with project requirements, deadlines, and schedules on all project components
- Ensure that submission of project deliverables adhere to the highest quality standards
- Prepare required and requested status reports by gathering, analyzing, and summarizing relevant information
- Establish effective project communication strategies and ensure their execution
- Meet with project team members to identify and resolve any issues



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- Manage requested changes to ensure that all parties are informed of the impacts on schedule and budget
- Coordinate the development of user manuals, toolkits, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients
- Conduct post-project evaluation and identify successful and challenging project elements
- Work with the Vice President of Project Development and Senior Vice President to coordinate and oversee the operations of an assigned team of trainers on specific projects
- Develop detailed goals/objectives for the team in a fixed schedule, while continually adjusting as the organization continues to learn and grow
- Other duties as assigned

Qualifications

- Bachelor's degree and at least 3 years of project management experience
- Ability to coordinate project teams of various sizes and see them through to completion
- Experience in strategic planning, risk management, and/or change management desired
- Proficiency in project management software tools
- Excellent interpersonal and collaborative skills, speaking and writing skills, strong listening skills, organizational skills, and the ability to simultaneously engage in and manage multiple priorities

How To Apply:

Interested candidates should submit a resume and cover letter to applicants@alteristic.org. Please put "**Project Manager**" in the subject line.

Alteristic values and respects the diverse viewpoints, experiences, and individual differences of all people. Alteristic is an equal opportunity employer and encourages all interested job seekers to apply.



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ABOUT ALTERISTIC:

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide, and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy.

Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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