

PT Project Manager

Objective: As a Part-Time Project Manager, you will oversee the execution of multiple marketing projects related to finance. You'll coordinate across departments, manage timelines, and ensure that deliverables meet deadlines. A key part of your role will be utilizing WRIKE to manage tasks, track progress, and facilitate collaboration between teams. You will also play an essential role in content management and department organization, ensuring smooth workflow and project completion. Multitasking and maintaining high levels of organization will be vital in this position, given the varied responsibilities. You will also assist with social media content strategy, requiring excellent written and verbal communication skills as well as a creative, innovative mindset.

Responsibilities will include, but not be limited to:

- Plan, track, and manage marketing initiatives, ensuring projects are completed on time and within scope.
- Oversee multiple projects and tasks simultaneously, ensuring smooth execution and attention to detail.
- Be actively involved in organizing and streamlining the department's workflow. Ensure team members are aligned with deadlines, responsibilities, and tasks to promote efficient work processes.
- Coordinate the creation, review, and distribution of marketing content across digital platforms. Work closely with content creators and marketing teams to maintain consistency in messaging.
- Assist in developing, scheduling, and managing social media content on platforms such as LinkedIn and Instagram, and Twitter to align with brand strategy and engagement goals.
- Work alongside the marketing team to draft, review, and optimize content for various channels, including newsletters, social media, and other marketing materials.
- Foster clear and open communication with team members, clients, and vendors. Provide updates on progress, manage expectations, and address any challenges proactively.
- Bring fresh ideas to enhance projects, improve processes, and identify new marketing opportunities within the finance sector.

Requirements for our Candidate

- Proven experience in project management, preferably within marketing or finance
- Proficiency in WRIKE or similar project management tools is essential
- Ability to multitask and manage several projects simultaneously.
- Strong social media skills, with experience managing campaigns on platforms such as LinkedIn, Twitter, and Instagram

- Exceptional written and verbal communication skills
- Highly organized and detail-oriented with the ability to manage competing priorities
- Creative problem-solving abilities and an innovative mindset
- Knowledge of finance or marketing in the financial sector is a plus

Salary range: \$40-50 per hour

20 hours per week

Remote

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