JOB TITLE: Project Manager
DIVISION: External Affairs
DEPARTMENT: Communications

POSITION OVERVIEW

The project manager is a communications ambassador who is passionate about connecting internal and external audience members while keeping long-term projects on track. This role manages timelines and project milestones for internal long lead communications initiatives and select external initiatives especially in relation to creative, documentary, and educational film projects.

The project manager should have a solid understanding of strategic communications and be fluent in using a variety of communications methods to bring about successful project completion. To be successful in the role, the project manager must have robust attention to detail and an ability to maintain a positive relationship with internal and external partners.

This role oversees organization-wide project coordination for internal communications planning and large-scale filmings, strategically informing and advocating for excellent communications throughout the institution. The project manager adjusts timelines and deadlines as necessary while making the team and institution aware of the overall effect of such changes.

The project manager must be a good writer and a creative storyteller, possessing sharp editorial skills in copywriting, editing, and proofreading with skills in drafting visually appealing presentations and presenting before a variety of audience sizes and types.

The project manager will report to the senior communications director and work closely with the communications manager and the assistant communications manager. The project manager is a team player who proactively seeks new ways to solve communications issues and thoughtful ways to maintain ambitious timelines with a focus on larger objectives.
ESSENTIAL FUNCTIONS

- Coordinates the tactical execution of communication projects, taking an active role in all stages from planning to completion
- Develops project timelines based on standardized templates, project/deadline criteria, and project leader input
- Maintains timelines, proactively communicating upcoming dates and troubleshooting issues that may disrupt timelines to ensure all final commitment dates are met
- Coordinates and monitors the activities of the project teams in the External Affairs Division
- Prepares and circulates project service–related documents such as timelines, meeting agendas, meeting reports, and other client communications and correspondence
- Aids the team leader in the management of changes to the project scope and project schedule, and if applicable, project costs
- Develop events to introduce the 9/11 Memorial as a filming opportunity working closely with our Events team

MISSION REQUIREMENT

- Participates in the annual 5K fundraiser and September 11 commemoration, as assigned
- Assists with other special projects and events in support of the 9/11 Memorial & Museum, as assigned

GENERAL QUALIFICATIONS

- 5 to 6 years’ experience in project management; experience in communications is preferred
- Experience in film and media industry required; deep network of film industry contacts preferred
- Bachelor’s degree in project management, communications, or related field is required. Project management certification ideal.
- Excellent written and verbal communications
- Creative and strategic planning
- Ability to effectively work under tight deadlines and manage projects independently
- Superior professionalism, judgment, and discretion
- Strong work ethic and dedication to the mission of the organization
- Experience in Adobe Creative programs such as InDesign and Photoshop
- Must be available to work on September 11, May 30, February 26 of each year. Exceptions may be made for family emergencies and in consultation with your manager.

HOW TO APPLY

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Send resume to 9/11 Memorial Jobs – Communication: 911mmcommsjobs@911memorial.org
PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description is representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit at a workstation up to seven hours a day, talk, listen, use hands to type data, touch, feel, reach with hands and arms, and dial the telephone. The employee is also required to stand and walk. Vision requirements include close, distance, peripheral vision, depth perception and ability to adjust focus. Additionally, the employee must be able to verbally communicate with visitors, internal and external clients and be able to physically take phone messages.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no hazards and no protective devices worn or used in the office work environment. Minimal travel is required.