Position Available: Technical Project Manager

Opens: Friday, June 5, 2020
Closes: for first consideration, June 18, 2020
Position Available: July 1, 2020

POSITION DESCRIPTION
We are looking for a contract project manager with excellent multitasking and communication skills, as well as a technical background. The Technical Project Manager will work closely with the National Girls Collaborative team, collaborating partners, and external technical staff and agencies to develop, manage, and expand the functionality of the organization’s websites, including ngcproject.org, theconnectory.org, and fabfems.org.

Specific responsibilities include but are not limited to:
• Oversee daily website operations, including troubleshooting user issues and researching and reporting bugs
• Help define, maintain, and communicate new features and enhancements, prioritizing business objectives and requirements
• Develop and maintain standard project management deliverables, including project plans and budgets, resource schedules, and meeting minutes
• Track and report on site metrics
• Create technical and user documentation
• Lead user acceptance testing, tracking items for remediation, and post-launch user adoption and feedback cycles
• Anticipate problems and complications, formulating solutions so as not to impede development progress
• Assume responsibility of, and drive ownership for, issue resolution
• Serve as liaison with external development firm, tracking progress and routing issues and updates as needed to NGCP staff

REQUIRED QUALIFICATIONS
• This position requires experience with content management systems (Drupal and WordPress), web application programming languages, metrics tools (Google Analytics and Mix Panel), and cloud-based infrastructure (Amazon Elastic Computing Cloud)
• 1-3 years of Program Management or Technical Project Management experience in a technology-oriented organization
• Strong project management skills, with the ability to work on and track multiple projects simultaneously
• Demonstrated ability to think creatively and strategically when implementing products and solving problems
• Excellent interpersonal skills and the ability to communicate effectively with both technical and non-technical individuals
• Resiliency to handle shifting priorities and ability to maintain demeanor in high-intensity
situations
• Demonstrated capacity to operate independently in a remote-working environment

WORKING CONDITIONS
This is an opportunity for an independent contractor. The position is remote-based, reports directly to the Director of Digital and may require occasional travel.

COMPENSATION
This is a 1099 Independent Contractor Position, approximately 20 hours per week. Compensation is 50% of annual salary range of $60,000-$70,000, contingent upon experience, education, and skills. No benefits are provided.

APPLICATION PROCEDURES AND DEADLINE
Applicants are required to return a cover letter addressing the required qualifications and a resume with a minimum of three references by June 18, 2020. Applications received after that date will be considered until the position is filled. Materials must be emailed to:

   Email: jobs@ngcproject.org
   Subject line: Technical Project Manager