



HOPE *worldwide* desires to hire an exceptional Project Manager who works directly with the marketing team to manage all Marketing and Communication projects. The successful candidate will collaborate with clients to ensure all requests are managed on time and on budget. We are looking for an organized, passionate and out-of-the-box mindset professional who will fit with our collaborative culture. We are a company that believes that we are here to serve and love others more than ourselves; if you have a similar vision, then we want you to apply.

Position Title: Sr. Project Manager

Supervisor: Sr. Director of Marketing & Communications

Effective Date: March 2021

Status: Full-time

Location: Remote / Will need to relocate to Atlanta, GA by October 2021

Job Duties

- Manage project requests from Marketing, Programs, Development and Creative teams
- Act as liaison among departments/clients, organizing meetings and communication when necessary
- Gather necessary resources/assets
- Delegate project tasks to various team members to ensure success
- Develop project timeline for all requests and share with clients
- Deliver requested project materials to department/client completed and on time, ensuring quality and satisfaction
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Prioritize tasks and projects
- Manage workflow through Asana and other tools
- Assist with asset management and BOX organization

Requirements

- Degree or certification in Project Management or relevant field and a minimum of five years' experience with managing projects in Marketing or Communications
- PMP Certification a plus, but not required
- Excellent communication, writing and client relations skills



- Strong problem-solving skills and ability to meet deadlines while juggling multiple tasks and responsibilities
- Energetic, creative and detail-oriented individual comfortable with working alone and in collaboration with a team
- Experience with project management tools such as Asana
- Experience working in a creative marketing environment
- Proficient with Microsoft Office
- Recognized by HOPE *worldwide* as being a spiritually fit Christian holding to fundamental Christian principles.

Benefits

- Eligible for full benefits package (medical, vision, dental) + retirement benefits (plus matching!)
- Fantastic paid time off package (includes vacation, sick and holidays)
- Up to five days per year paid time off to volunteer for HOPEww programs
- Serve, love and work with people around the world to inspire greater hope

Apply

Please send resume and cover letter to Cindi Whitcomb at hr@hopewww.org.

About HOPE *worldwide*

HOPE *worldwide* is an international charity that changes lives through the compassion and commitment of dedicated staff and volunteers to deliver sustainable, high-impact, community-based services to the materially poor and needy. Today HOPE *worldwide* serves more than 1.5 million people annually on every inhabited continent. After 30 years, HOPE *worldwide* continues to be an organization dedicated to serving, teaching, healing and loving communities made vulnerable due to poverty, disease or disasters. Together we can inspire greater hope in our world.

To learn more about HOPE *worldwide* visit hopewww.org. Connect on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), [Twitter](#) and [TikTok](#) for the most current news on projects around the world.