



What we're looking for:

We're looking for a seasoned digital project manager (DPM) to provide maternity leave coverage that will stay on the team after the full time coverage assignment is over in a part time capacity (approximately 20 hrs/week). We are a fully distributed (remote) team and this will be a contract position to start with the potential to convert to a full time salaried position, if desired. The DPM has limited client facing responsibilities but is the key point of contact for the internal team.

Digital Project Manager overview:

The Digital Project Manager will be responsible for managing an expansive portfolio of projects and programs from initiation to completion with budgets ranging from \$10K - \$1mm+ and include digital initiatives: digital marketing strategy, website design & development, web & mobile applications, SEO, content marketing, email, PPC, display, and social. The right candidate will have a careful balance between flexibility for natural evolution within the digital marketing program, and being comfortable with project management fundamentals such as scope, budget, and schedule control. This position interacts daily with clients and assists with new business development. Digital agency experience is required.

Digital Project Manager primary responsibilities:

- Develop, update, and maintain project documentation including: SOWs, project/program plans, budgets, and internal status reports – managing multiple projects simultaneously
- Evaluate resource requirements and assign appropriate resources, both internal and external -- assisting in resource forecasting for the agency
- Onboard and manage external resources, executing contractor agreements and invoice processing
- Conduct daily task management for all project deliverables for team members
- Effectively manage communication and expectations among internal and external stakeholders
- Act as a liaison between agencies, vendors, and internal departments to



achieve project objectives

- Lead recurring status meetings with internal team
- Coordinate with client services to identify goals and objectives to determine appropriate business solutions
- Facilitate review and approval process for all interim, major, and final deliverables
- Consult on process improvement opportunities
- Utilize subject matter experts to determine level of effort for new projects and/or changes in scope to current projects
- Diffuse issues as they arise among internal project team members as well as escalated issues reported by the client

Digital Project Manager Requirements

- Bachelor's degree, with coursework in related area (marketing, advertising, business, technology)
- 3 - 5 years Project Management related **digital agency experience**
- Proficient in Google applications and Trello - or other comparable task management systems
- Strong interpersonal, written, verbal communication skills
- Ability to work effectively with a cross functional dynamic team
- Ability to maintain positive, professional demeanor at all times
- Strong independent work ethic
- Attention to detail

To Apply

If you are interested and meet the requirements above, please submit your resume to enilonjobs@enilon.com.