

Posting Information

Position Title: Project Management - Mid Level

Position Type: Full-Time

Position Location: Alpharetta, GA

Position Pay: \$60,000-\$67,5000

Hiring Manager: Belinda Olsen | hr@saprea.org | 385-262-7253

Our Mission

We empower healing for individuals who were sexually abused as children or adolescents through retreats, support groups, and online resources.

We educate and engage parents and caregivers to protect children from sexual abuse through community and online resources.

We drive awareness to motivate individuals to take action against child sexual abuse.

Qualifications

We are seeking a mid-level Project Manager to assist with internal planning, iterative project delivery, and manage project deliverables. The successful candidate should be trained and competent in both Waterfall and Iterative/Agile project management methodologies and be capable of modeling these methodologies for other teams.

Educational/Professional Requirements

- Bachelor's degree or equivalent work experience
- PMI-ACP, PMP, or CAP-M Certification is a plus

Experience Requirements

- 2-5 years in a project or program management role.
- Experience managing projects using both Waterfall and Iterative/Agile methodologies.
- Experience using LeanKit or other iterative project management products is a plus.
- Experience managing a project with remote employees is a plus.
- Experience using business intelligence products is a plus.
- Non-profit experience is a plus.

Responsibilities

- Coordinate the work of separate teams with many and varied deliverables that are dependent on each other.
- Oversee organization's internal planning and iterative project delivery.
- Facilitate consistency in strategy development and documentation across teams.

- Lead and document all Saprea strategy meetings.
- Build and implement project plans.
- Lead release prioritization meetings. Prioritize and reconcile Kanban boards for each team.
- Assist in identifying which ideas should be promoted and pushed forward into strategy planning.
- Define and manage a detailed project schedule including card creation.
- Collect, track, and report on project metrics.
- Support employee adoption of project management processes and tools.
- Assess project post-implementation with the team and stakeholders to ensure all deliverables have been completed.
- Manage the relationship with third-party vendors as necessary.
- Assess and reduce wasteful activities and artifacts in the organization's project management processes.
- Create processes to streamline work as necessary.
- Facilitate an appropriate amount of consistency across teams.

Benefits

- Hybrid work schedule
- Flex Time
- 10 paid holidays
- Paid time off
- Parental leave
- Health insurance
- Health savings account
- Flexible spending account
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- 401(k) matching
- Professional development assistance
- Complimentary off-site health facility
- Employee assistance program
- 15-30 minutes dedicated each day for staff mental health