Project Manager

ACS Learning is a boutique educational consulting company specializing in adult learning and training, and we are seeking a skilled and passionate Project Manager to join our team 20+ hours per week, with a potential for full-time hours.

As a Project Manager, you will be responsible for managing and overseeing the successful execution of our adult learning and training projects. You will work closely with clients, subject matter experts, and a diverse team of consultants to ensure that our projects are delivered with exceptional quality, within budget, and on schedule. The ideal candidate will have a strong background in project management, a deep understanding of adult learning principles, and a passion for creating impactful learning experiences.

Project Planning and Strategy:

- Define project scope, objectives, deliverables, and success criteria in collaboration with stakeholders
- Develop detailed project plans, including timelines, resource allocation, and budget estimates
- Identify and mitigate project risks and develop contingency plans
- Establish project governance and communication protocols

Project Execution and Monitoring:

- Lead project teams, providing clear direction and guidance to ensure project milestones are achieved
- Monitor project progress, track key performance indicators, and ensure adherence to project timelines and budget
- Conduct regular project meetings to review status, address issues, and facilitate effective communication among team members
- Implement and utilize project management tools and software to streamline project workflows and enhance collaboration

Stakeholder Management:

- Establish strong relationships with project stakeholders, including clients, team members, vendors, and senior management
- Conduct stakeholder meetings to gather requirements, provide project updates, and address concerns
- Manage stakeholder expectations and ensure effective communication throughout the project lifecycle
- Resolve conflicts and facilitate consensus among stakeholders with competing interests

Quality Assurance and Risk Management:

- Develop and implement quality control processes to ensure deliverables meet established standards

- Conduct thorough project reviews and audits to identify areas for improvement
- Proactively identify and manage project risks, taking appropriate measures to minimize their impact
- Implement lessons learned from previous projects to continuously improve project management practices

Team Leadership and Development:

- Provide leadership, guidance, and mentorship to project team members, fostering a collaborative and high-performing work environment
- Delegate tasks and responsibilities, ensuring appropriate allocation of resources
- Facilitate team meetings, training sessions, and workshops to enhance team productivity and professional growth
- Recognize and celebrate project team achievements and contributions

Qualifications:

- Bachelor's degree is desired
- Project management certification (e.g., PMP) is a plus
- 3+ years proven experience as a Project Manager, successfully delivering adult learning and training projects from inception to completion
- Strong project management skills, with the ability to manage multiple projects simultaneously and deliver on time and within budget
- Deep understanding of adult learning principles, instructional design methodologies, and training program development
- Excellent communication and stakeholder management skills, with the ability to effectively engage with clients and diverse project teams
- Strong analytical and problem-solving abilities
- Proficiency in project management software such as Smartsheet, MS Project, AirTable, Monday, etc.
- Knowledge of learning management systems (LMS), and e-learning authoring tools is a plus
- Familiarity with industry standards and best practices in adult learning and training
- Passion for continuous learning and professional development

Product Knowledge:

- Project Management software such as Smartsheet, MS Project, Airtable, Monday
- Microsoft Office 365 including Teams and SharePoint
- MS Excel at intermediate level
- MS PowerPoint at intermediate level (master slides, sections, and styles)
- MS Word at intermediate level (styles, long documents, TOC)

Interested in applying for this position? Click here.