



Job Title: Strategic Engagement Project Manager
Department: Strategic Engagement
Reports to: Strategic Engagement Director
Classification: Full-time, Exempt

Job Summary:

SALT is seeking a committed team member to join the SALTines as a Strategic Engagement Project Manager. The Strategic Engagement Team project work includes facilitations, retreats, planning sessions, and stakeholder/community engagement projects. This position is responsible for being the primary point of contact for strategic engagement projects as assigned by the department director and/or principal, drafting project proposals and scopes of work, managing projects to stay within proposed budgets and target range for profitability, managing project set-up and ongoing client communication including: meetings and requests for information, preparing and overseeing document preparation for deliverables, and client follow-up for project close-out services and other tasks and responsibilities as determined by the Strategic Engagement Director. This position includes public speaking such as meeting facilitation, preparation and coordination for a variety of meeting types & forums (in-person, virtual, and/or hybrid), and includes both co-facilitation and solo facilitation.

Candidates for this position must be able to multi-task in a fast-paced and deadline-oriented environment, including: management of their own work, delegation to other team members, and management of a project team . This requires the candidate to be organized and detail oriented, have excellent communication skills and interpersonal skills, prioritize collaboration with all team members, and have a keen sense of initiative on projects and tasks.

Minimum Qualifications:

- Associate or Bachelor's degree preferred
- One year of project management-relevant experience with degree and/or certification, or 3+ years of project management-relevant experience without degree
- Professional Licensing/Accreditation: encouraged, relevant to role/duties, such as Project Management Professional (PMP) or other project management certification

Required Technical Skills:

- Highly proficient in Microsoft Office Suite
- Proficient in Adobe Acrobat Pro* for PDF management (*Full Creative Suite is a plus)
- Competency in Zoom, Teams, and other virtual meeting platforms, including running hybrid meetings to engage in-person and online participants
- Experience with project management software a plus
- Experience with Canva and/or other light graphic design/marketing tools a plus
- Experience with Wix and/or other website development tools a plus

Required Soft Skills:

- Collaborative team player with a professional work ethic
- Ability to manage personal workload while also delegating and managing project team and clients
- Compliance with SALT's confidentiality agreement
- Excellent interpersonal skills, including the ability to work with diverse groups of people and cultures
- Strong organizational skills, with attention to detail
- Problem-solving skills, self-motivator and independent worker
- Ability to effectively multi-task and handle multiple projects
- Ability to perform tasks and responsibilities in timely, consistent, and organized manner
- Accountable, positive attitude, and dependable
- Professional and effective verbal and written communication skills:
 - Excellent listening, a key piece of effective facilitation
 - Professional, open communication and timely informing within internal and external teams
- Willingness to continually learn and grow, with a self-improvement and growth mentality
- Willingness to work in the office primarily, with opportunities for remote work
- Willingness to travel when required

Essential Functions:

- The Strategic Engagement Project Manager will work on a variety of project types, includes facilitations, retreats, planning sessions, and stakeholder/community engagement projects. The responsibilities include, but are not limited to:
 - Primary project point of contact and client management
 - Internal collaboration, communication, and partnership with the Strategic Engagement Team to ensure a processes and client experiences are consistent and delivered at a high standard.
 - Project start-up:
 - Develop project proposals and scopes of work
 - Internal coordination with SALT's Operations team for project fees, milestones, and pipeline updates
 - Manage projects to stay within budget and target range of profitability
 - Client/project kick off meetings
 - Project Management Work:
 - On-going communication for client and project team (internal & external)
 - Developing requests for information (RFIs) and processing client content received
 - Scheduling, planning, and logistics for client, such as meetings, facilitations, retreats, etc.
 - Attending and leading (or co-leading) meetings
 - Includes public speaking through facilitation and guiding the meeting
 - These sessions may be in-person, virtual, and/or hybrid
 - Documentation of key meeting outcomes and action items
 - Preparation of project deliverables/documents
 - Project Closeout Duties:
 - Ensure client is satisfied with final deliverables/documents
 - Ensure accounting department has what they need to close invoicing
 - Send client satisfaction survey
 - Schedule follow ups or check ins, as applicable
 - Other projects and tasks as assigned by the Strategic Engagement Director or Principal

Benefits and Perks:

As a SALTine, you'll enjoy a comprehensive benefits package including:

- Full medical insurance (including dental + vision)
- Life insurance
- 401k with employer match
- Paid Time Off
- Opportunities for career development through mentorship and professional development program
- Open and collaborative office, and opportunities for hybrid work environment
- Flexible work schedule
- Monetary stipends for: commuter or parking pass, cell phone, and home internet

Office / Working Conditions

- Workstation in open office setting, with access to private areas for meetings or for focused work
- Noise level is typically moderate
- Opportunity to work remote / hybrid

Equipment and Materials

- Laptop with (2) additional monitors, keyboard, and mouse
- Extra monitor, mouse, and keyboard for home-office setup

Physical and Mental Requirements:

- Frequent sitting, standing, and occasional walking
- Able to lift up to 15 pounds at times
- Frequently requires continuous hand and finger movement, ie. typing
- Frequently requires visual acuity at 20 inches or less
- Frequently requires hearing acuity for speech discrimination

Location:

SALT's office and this position are based in Anchorage, Alaska.

Background Check:

Candidate will be subject to a full background check

Contact and Application:

Send a cover letter, resume, and three professional references to: info@salt-ak.com

SALT does not discriminate and provides equal opportunity for all employees and applicants without regard to race, religion, color, sex, gender, sexual orientation, national origin, citizenship status, age, marital status, pregnancy or parenthood, handicap or disabilities, genetics, veteran status, or any other legally protected characteristic. SALT adheres to all federal, state, and local laws regarding equal employment opportunity and will not discriminate against you in violation of these laws. SALT reserves the right to apply Alaska Native preference to qualified applicants in employment and advancement opportunities.