Part-time Project Manager
Fall 2024

Evermore, a nonprofit dedicated to making the world a more livable place for bereaved people, is seeking a part-time Project Manager to help plan, manage, and implement tracking both short-term and long-term projects (i.e., proposal development and annualized newsletter schedule). This role requires a blend of project management expertise, effective communication skills in a nimble startup environment, and leadership qualities that guide the team toward timely deliverables within both scope and budget.

This is a ground-floor opportunity to help shape the organization's capabilities and culture, working closely with Evermore's leadership team and a growing staff. The Project Manager will work closely with Mulheron, Evermore's Executive Director, and other Evermore team members. To start, we will work together on short-term projects to become acquainted with style and expectations.

Key responsibilities include:

- Assisting in the development of comprehensive project plans, including objectives and scope, timelines, milestones, budget, reporting, required staffing and other required resources,
- Conduct risk analysis to reduce unforeseen obstacles and costs,
- Maintenance of project schedules.
- Coordinating meetings, preparing agendas, and documenting minutes.
- Maintaining project documentation and ensuring all records are up to date.
- Communicating with team members to manage expectations and ensure seamless operation of project activities.
- Assisting in the preparation of project reports and presentations.
- Supporting the Project Director in monitoring project progress.

We're looking for candidates who have the operational know-how, people skills, and commitment to equity to help grow Evermore's impact and our broader movement in America.

Qualifications:

- Bachelor's degree in a related field and a minimum of five years experience in project management
- Proven track record of successful project management, including timeline, resource, and budget management
- Project Management Professional (PMP) certification or equivalent preferred.

- Proven experience in managing projects with a high level of complexity, particularly in a start-up environment.
- Strong understanding of project management methodologies preferred (e.g., Agile, Waterfall).
- Proficiency in project management software (e.g., Microsoft Project, Asana, Trello).

Skills and Competencies:

- Excellent written and verbal communication skills.
- Effective interpersonal and conflict resolution skills.
- Time management and organizational skills.
- Critical thinking, strong problem-solving skills, and attention to detail.
- Adaptability and ability to work under pressure.
- Commitment to public service

Details: This position is virtual and based in the United States.

Rates: Based on experience and project complexity, hourly rates between $35-$65 will be considered.

How to Apply:
Please email hello@evermore.org with an overview of your experience and resume.

Evermore is an equal-opportunity employer. We seek to recruit persons who reflect the diversity of the communities we work with and support their retention and advancement within the organization. Evermore encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, parental status, or veteran status.