



February 6, 2023

**For Immediate Release**

Rivers East Workforce Development Board (WDB) is seeking a Project Manager to provide coordination and oversight for implementation of the Rivers East Academy, a special project funded by Golden Leaf, to promote advanced manufacturing career pathways to vested employers, committed educators, economic developers, and workforce professionals across 6 counties in northeastern NC including Beaufort, Bertie, Hertford, Hyde, Martin and Pitt.

Project management responsibilities include the coordination and completion of the project on time within budget and within scope. The Project Manager works with the Program Manager to oversee all aspects of the project including setting deadlines, assigning responsibilities and monitoring and summarizing progress of project. The Project Manager will also prepare reports for upper management regarding status of the project.

Across the designated North Carolina counties, the Project Manager works directly with chambers of commerce, career centers, community colleges, schools, industry partners and regional government to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other workforce efforts to ensure all aspects of each project are coherent. The Project Manager will assist with the hiring of new talent as needed to fulfill project needs.

Deliverables include, but are not limited to:

- Developing a regional advisory board
- Coordinating internal and external resources and third party vendors
- Ensure programs are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques

- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with all stakeholders
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Meet with stakeholders to take detailed ordering briefs and clarify specific requirements of project.
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Develop spreadsheets, diagrams and process maps to document needs
- Perform other related duties as assigned

## Requirements

Proven working experience in project management

Excellent client-facing and internal communication skills

Excellent written and verbal communication skills

Solid organizational skills including attention to detail and multitasking skills

Strong working knowledge of Microsoft Office

Project Management Professional (PMP) / PRINCE II certification is a plus

Bachelor's Degree in appropriate field of study and 2-4 year equivalent work experience preferred

Project Manager needs to be familiar with a variety of the field's concepts, practices and procedures. A wide degree of creativity and latitude is expected. The Project Manager will enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

This contract is funded through approximately February 2024.

Interested individuals should submit their resume, cover letter and expected cost to Jennie Bowen, Rivers East WDB Director, at [jbowen@mideastcom.org](mailto:jbowen@mideastcom.org).