



Digital Content Project Manager

Center for the Collaborative Classroom is a nonprofit, educational organization dedicated to providing continuous professional learning for teachers and curricula that support the academic, ethical, and social development in children.

The Digital Content Project Manager is responsible for managing project schedules and overseeing the production and implementation of assigned third-party developers, UX/UI, and digital assets for our Learning Technology group. The program manager is responsible for owning projects from beginning to end with minimal oversight. He/she works both independently and within a larger team environment, is solution-oriented and highly organized, and is motivated to persevere and problem-solve to meet deadlines, keeping in mind both the big picture and details. The program manager is responsible for quality control for assigned projects.

Responsibilities:

- Plan and facilitate project kickoffs, content meetings, project and timeline reviews, and other project-based meetings as needed
- Continually look for ways to enhance productivity through process improvements, task automation, and new technology
- Facilitate relationships between external and internal partners, acting as the communication hub, ensuring up-to-date information is communicated to all designates in the projects
- Plan, manage, and track digital asset development to facilitate accurate and timely delivery of projects
- Proof quality control (QC) of all digital assets
- Organize information quickly, at conceptual and detailed levels, and communicate the information clearly
- Accommodate shifting timelines and priorities as defined by our program management teams
- Know design and production processes
- Carry out other duties as assigned

Requirements:

- Bachelor's degree or similar work experience preferred
- Minimum of 2+ years' experience in project and digital content management
- Excellent oral and written communication and presentation skills
- Ability to work with global teams and adapt to cultural differences
- Excellent organizational skills and the ability to balance multiple tasks and projects
- Understanding of file specifications--resolution, color space, and other technical requirements of assets needed for image production for web and mobile
- Ability to write detailed issues and support tickets in Jira
- Ability to read and understand laws, codes, rules, policies, and other printed matter
- Proficiency with personal computers and desktop applications, and experience with custom software applications
- Solid understanding of project management tools (Jira, Basecamp, MS Project or even MS Excel) and best practices around successful project management
- Experience using the latest version of Adobe Creative Suite- Photoshop and Illustrator preferred
- Foster an atmosphere of open communication that builds trust across the organization. Build relationships with key leadership. Promote communications between sales and marketing, program development, finance, and other functional areas and initiatives, forging partnerships across traditional department boundaries

COMPENSATION: This is a full-time position with a salary DOE. Benefits package includes comprehensive medical, dental, vision, long-term disability, life insurance, and a tax-sheltered annuity.

Send resumes with subject line “**Digital Content Project Manager**” to hr@collaborativeclassroom.org. Please visit us at: <https://www.collaborativeclassroom.org>. Collaborative Classroom is an equal opportunity employer.

