

**Front Range Community College, Corporate and Workforce Solutions
Project Manager**



Project Manager

As a Project Manager for the Corporate Solutions division of Front Range Community College, you will provide project management/coordination to help educate new and existing employees on how to more effectively perform their jobs through the provision of non-credit training for businesses, government and nonprofit organizations.

You will work remotely, but you need to be a resident of Colorado by the first day of work. This contract position will be on a project-based, part-time basis. Hours will vary based upon business volume.

SELECTION PROCESS: If you are interested in being one of our Project Managers, please email the following documents to FRCC.CorporateSolutions@fronrange.edu:

- Resume or Vitae detailing your qualifications
- Cover letter specifying why you are qualified and interested in being a Project Manager

Wage: \$25/hour, no benefits

PRIMARY DUTIES:

- Manages all details of project management, providing hands-on consulting from initiation of project(s) through conclusion to debrief. Tasks include securing consultants and trainers, managing timelines, ensuring delivery, and project evaluation.
- Monitors and controls scope, schedule and budget for multiple projects. Executes project plan, problem solving and adjusting as needed. Plans project details in collaboration with internal project team, clients, contractors and trainers. Coordinates agreements with trainers and clients, ensuring appropriate documentation.
- Collaborates with internal and external stakeholders to closeout projects, which may include course evaluation summary analysis, client and/or trainer debrief interviews, and continuous quality improvement based on after action outcomes.
- Assists in the identification and recruitment of program and service trainers and consultants. Provides on-going support and guidance throughout contracted service engagements through advanced trouble-shooting and problem-solving.
- Facilitates virtual training support and assistance to ensure high quality virtual training sessions.
- Supports Directors in the administration/implementation of grants and project fulfillment.
- Organizes and uses appropriate materials based on strategic objectives. Develops customized approaches and support materials as required through contacts, history and relationships with prospects and customers.
- Suggests and facilitates new programs to meet existing and anticipated consulting and training needs based on information gathered through contacts and relationships with prospects and customers.
- Collaborates with staff; actively participates in departmental briefings, strategy sessions, training, and related activities; provides ongoing status reports to team as required.

REQUIRED EDUCATION/TRAINING & WORK EXPERIENCE:

- Bachelor's degree.
- One to three years relevant experience managing multiple, time-sensitive and complex projects.
- Colorado Driver's License
- Self-starter with experience working in a fast-paced, dynamic environment. Proven written and verbal communication, customer service, and negotiation skills. The ability to function effectively in a collegial, team environment.
- Interpersonal skills and customer services skills. Strong MS Excel skills.

PREFERRED EDUCATION/TRAINING & WORK EXPERIENCE:

- Bachelor's degree in Business, Administration, Education or a related field.
- Grant management experience preferred. Experience in training design, development and delivery. Business experience or experience working with business clients and with Academic partnerships, including project pricing, proposal development, contract negotiation, and an understanding of corporate expectations related to presentation, quality, timeliness, follow-up and results. Sales skills.
- Project Management Professional (PMP) or Certified Associate in Project Management (CPMP) or other project or business management certification.

Welcoming. Respectful. Inclusive. Together, we are FRCC.