



DIGITAL PROJECT MANAGER

JOB DESCRIPTION



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Summary

Kaulig Media is looking for a talented and experienced digital project manager who is innately motivated, organized, and adaptable. Someone who appreciates the ever-changing landscape of project management within the context of web based technology and wants to continually learn and adapt to it. This person will be primarily responsible for digital project management (as detailed below) of Kaulig Media's digital projects, which includes various website, digital marketing, analytics, and reporting tasks. Secondly, this person will be responsible to support and contribute to digital marketing, SEO, measurement and related projects along with the team of specialists.



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Responsibilities

Items that you are accountable for in being successful in this role:

- Work on various facets of digital project management:
 - Primarily serve as daily Point of Contact: coordinate and manage various architecture, design, development, QA, and content loading, tasks.
 - Serve as the initiator of TeamworkPM messages, milestones, to-dos, calendar items, conference calls and emails with the client, etc.
 - Coordinate and facilitate calendar of activity: create timelines and track the progress of multiple projects making sure that milestones are met, projects remain on time, and internal resources are maximized.
 - Coordinate task assignments to internal Kaulig Media team members.
 - Set and communicate project expectations to the internal and external teams.
 - Document functional & technical requirements throughout the course of the project. Research and/or define technical requirements when more definition is needed. Collaborate with internal and client teams as needed.
 - Lead process and/or perform QA efforts on the website to ensure all functional and technical requirements are met.
 - Coordinate task assignments to internal ipso/Kaulig team members.
 - Assist in content loading/formatting efforts within CMS (as needed).
 - Lead or support training of clients on their CMS solution.
 - Establish and lead weekly or bi-weekly status recaps (meetings/conference calls) with clients. Proactively coordinate Kaulig Media resources as needed.
 - Communicate proactively with the rest of the Kaulig Media team regarding your ability to fulfill responsibilities on projects.
 - Manage schedule of work against defined monthly/quarterly budgets; Track allotted billable-hours against utilized billable-hours. Provide monthly activity recaps and billing instructions.



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Responsibilities (continued)

- Support and contribute to digital marketing, SEO, measurement and related projects along with the team of specialists
 - Execute keyword research, analyze data, recommend and implement SEO tasks
 - Support execution of measurement strategy through website tagging, measurement setup tasks, and dashboard/reporting development
- Nurture organic relationships and identify areas for the owner of the client relationship (Sales, Director) to join/scope new items.
- Be attentive to calls, messages, calendar items, and emails with the clients, etc. Communicate proactively with the rest of the Kaulig Media team regarding your ability to fulfill responsibilities.
- Track hours for the purpose of keeping projects within the proposed amount of billable hours as well as for the purpose of understanding the functional needs and time commitments of the tasks assigned .



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Requirements

Items that you bring to be successful in this role:

1. Bachelor's Degree.
2. At least 5 years of work experience (preferably 3-4 years of related experience).
3. Preferably be located in the greater Akron/Hudson, OH area.
4. Understanding of productivity tools such as TeamworkPM, etc.
5. Base understanding of Digital Marketing tools such as Google Analytics, SEO Tools, Hubspot, Google Data Studio
6. Experience with CMS platforms such as Wordpress & Umbraco
7. Willingness and desire to learn from Kaulig Media team members with the purpose of constantly improving.
8. Strong written and verbal communication skills.
9. Extraordinary organizational skills; meticulous work habits.
10. Highly reliable/dependable.
11. Ability to manage simultaneously occurring tasks.
12. Confidence under pressure, particularly while interacting with internal staff and external clients.
13. Proactive and resourceful self-starter attitude
14. Strong leadership and creative problem solving skills
15. Works well with others.
16. Shows positivity and humility.

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Compensation & Benefits

1. Annual pay to be determined depending on experience. To be distributed weekly.
2. Full time status (40 hours per week).



3. Full health benefits (health, dental, and vision insurance as well as ancillary options including term life insurance, short-term and long-term disability) are offered. The premiums are 100% covered by Kaulig Companies.
4. Company-managed 401k plan with up to a 4% match
5. 9 Paid Holidays

Kaulig Companies offers regular full-time team members the following paid holidays each year:

- a. New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve Christmas Day, New Years' Eve

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. Changes to the list of paid holidays may be made from year-to-year. You will be compensated for holidays in accordance with federal and state law.

6. Paid Time Off (Unplugged)
 - a. Paid Time Off annually for full time employment

Next Steps

Please send resume and qualifications to careers@kauligmedia.com