

# JOB POSTING

## PROJECT MANAGER

communications  
BY DESIGN



### Position Background

Communications by Design, Inc. has been a leader in technology consulting services to educational entities for over 25 years. We are planning on adding a project manager to our team. If you are the right person with the right core skill set, we will provide necessary training.

Core skill set and attributes should include:

- Curious, innovative and passionate about “getting it right”
- Strong interpersonal skills
- Detail oriented with the ability to manage several projects at a time
- Flexible schedule
- Ability to travel within Michigan
- Knowledge of technology systems
- Some technical aptitude and curiosity to learn how technology systems work

### Position Summary

Our Project Managers work with K-12 school districts to manage large scale technology implementations (network systems, server upgrades, wireless systems, video surveillance, classroom AV, computer workstation implementations, mobile devices, etc.), installed to support a continuation of transforming teaching and learning. Projects are often completed in tandem with building renovation projects, so some knowledge of construction processes is helpful.

### Primary Responsibilities

Primary ongoing responsibility is to manage large scale technology projects: project budgeting, writing bid specifications, managing bid processes, managing contracts, providing objective client recommendations, overseeing project schedules, coordinating vendor/trades on the project and reviewing budgets and conducting client relation responsibilities.

Additional responsibility details include:

- Project Management: managing and collaborating with various client representatives and outside contractors on various technology deployments, developing and maintaining project schedule and budget, verifying/ensuring contract compliance, working to ensure proper industry installation standards, and coordinating training for client staff
- Client Relations: conducting project meetings, generating meeting documentation and follow up commitments, providing consistent communication, managing precise project accounting, preparing and delivering board recommendations and regular written project updates
- Design Work: complete site audits, generate bid specifications, and create project drawings/diagrams

## Preferred Skills/Experiences

The candidate should possess the following skills, experiences, and education necessary to effectively fulfill this role:

- Bachelor's degree with three (3) or more years of IT project management experience, K-12 sector experience is preferred
- Strong organizational skills and process-oriented work ethic
- Effective oral and written communication skills
- Team centered attitude, willingness to work collaboratively and build relationships with client, design team, and outside contractors
- Professional demeanor and appearance
- Construction experience is helpful but not mandatory

## Employment Timeline & Process

We are looking to finalize the selection of our new team member within 60 days of the posting of this advertisement. Salary is commensurate with experience based on a twelve month work cycle.

If interested in this position, please send a letter of interest and resume with professional references to:

Rebecca Szilagy  
Communications by Design Human Resources  
[rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

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For more information about Communications by Design, please find us at:  
[www.cbdconsulting.com](http://www.cbdconsulting.com)