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## **BILINGUAL PROJECT MANAGER- Spanish/English**

Cool & Associates LLC is looking to hire a **Project Manager** who will be a key member of our Maryland team.

Our work connects various worlds, from the mainstream, to the Latino and Diverse segments- we are the BRIDGE connecting People and Culture to drive Sustainable Performance. We need creative innovators that pride themselves in serving our clients and communities. If you fit the bill and are highly organized, super-detailed and can juggle multiple priorities then you are the person we need. And very importante- necesitamos que seas bilingüe también!

As a Project Manager, you would handle every aspect of our organization's projects including budgeting, scoping and managing deliverables, while advancing the client's strategic goals using our developed solutions.

### **YOUR DAY MAY INCLUDE THE FOLLOWING:**

- Manage the workflow and delivery of a wide range of projects
- Be responsible for overseeing a project from inception to final execution of all deliverables
- Define and follow SOPs for successful project planning and completion
- Define and follow standards of quality
- Be accountable for all aspects of the project, including budgeting, expense management, monitoring/tracking, and staff/resource management
- Provide high-level administrative support to senior leaders
- Support strategic planning efforts
- Be responsible for chairing meetings and recording all minutes/notes
- Interface with clients in support of project initiatives and goals
- Arrange and lead internal strategy and alignment meetings
- Create, manage and provide analytics and reporting for each project
- Report to the CEO/Lead Principal on client account project status

### **REQUIREMENTS**

- 5 years' experience in project management, including at least 2 years in a leadership role
- Demonstrated skills using major project management tools
- Bilingual -**Spanish**, Written & Spoken
- Strong oral, written, and interpersonal skills
- Works well both independently and in a team environment
- Proven ability to multi-task
- Ability to handle sensitive information with discretion
- Demonstrated skills in PC applications including Excel, Word, Power-Point and Access or similar
- The ideal candidate will be results driven, self-motivated and resourceful with excellent client relationship skills

### **PREFERENCES**

- Project management certification preferred.
- Experience working in a Professional Services environment preferred.
- Experience working with LEP/Hispanic populations, in community advocacy/outreach, coalition building settings.

**SALARY:** Commensurate with Experience

**LOCATION:** Westminster, Carroll County with potential for 1-2 days of Remote work

**Please send cover letter, resumes and salary requirements directly to [Veronica@CoolAssociatesLLC.com](mailto:Veronica@CoolAssociatesLLC.com)**