The Voice

Title: Project Manager

Location: Comodo, 1255 Broad St, Clifton, NJ

Job Type: Part-Time (Temporary – 3 months)

Compensation Type: Hourly  
Wage: $20/hour

Start Date: Early May

Description: The Voice needs a Project Manager needed to help a major IT company (Comodo) launch their eCurriculum. This is a contract role for 20+ hours a week for approx. 3 months starting early May, with possibility of a full-time, W-2 position in the future.

Qualifications:

- Bachelor’s degree required
- 1-3 years of experience
- Must be able to multitask, work independently, write fast and well, coordinate and maximize productivity of on-site and remote team members.
- Experience in eLearning helpful, such as developing videos, modules, understanding the student experience, writing/editing, gamification, certification, etc.

Preferred:

- Knowledge of building web interfaces, familiarity with the IT support community, UX/UI, any computer languages, art direction/graphics and/or writing/editing. Knowledge of Zoho Project Management system a plus. Background in IT also helpful, esp. systems management, remote management, security, cloud, service desk and/or patch management.

Application Instructions: Apply at http://info.the-voice.com/futures-with-the-voice or email cover letter and resume to Futures@the-voice.com.

About the Organization:

The Voice is a 17-year old ad agency in Fairfield, CT that specializes in serving IT/software firms. Visit the-voice.com for our full story.

Disclaimer Information: This is not a promise for a full-time, W-2 position, but we are not shutting the door on that in the future. This is a 3-month gig with a strong likelihood of continuation for a full year. The Voice does not discriminate based on gender, age, disability, faith, nationality, sexuality or any other factor. In fact, we pride ourselves on our diversity, having won the Diversity in Business award three times.