



Program Manager

Can you get excited about work that changes lives and improves business results?

Would you thrive in a small, entrepreneurial company that serves organizations with 50 to 1,000+ people?

We're looking for an energized and self-motivated person who is people-focused, results-driven and not afraid to tackle new things. To have the best chance to thrive in our world, this is the kind of experience you should bring with you:

- Creating and implementing deliverables as part of a client engagement
- Bringing order out of chaos and making things happen
- Creating written or graphic content from an outline or client notes
- Driving projects to successful conclusion
- 3-5 years of business or consulting experience
- Project management experience, preferred

Here's a bit about who you are:

- Motivated by serving others
- Humble, genuine and transparent
- Energetic and optimistic
- Highly flexible
- Thoughtful, but responsive
- Known for getting things done
- Creative, bold and not afraid to make mistakes
- Good at reading situations and anticipating partner and client needs
- Eager to learn, advance and help build a business

How an average day might look:

- You'll be working closely with the Managing Partner to increase the efficiency and quality of our client service.
- You'll be preparing materials, managing project schedules and creating PowerPoint content to help drive client engagements.
- You'll be interacting directly with clients and partner organizations in the delivery of great work.
- You'll always be improving a process, developing new ideas or enhancing existing delivery tools.

If the above describes you and who and where you want to be, we want to hear from you!

This role can be full time or contract. Email your resume and cover letter to jay@altaimpact.com.