



## **WE'RE HIRING**

### **PROJECT MANAGERS**

#### **About Adeo**

Adeo Advocacy is a woman-owned and led communication and creative agency headquartered in Baltimore, MD. Powered by a team of talented communicators, writers, organizers, digital strategists, creative ideologists and political operatives, we work with clients across industry to build layered campaigns that amplify brand position, educate communities, engage supporters and connect with consumers.

#### **Responsibilities**

Project Managers ensure the delivery of distinctly remarkable outcomes for clients within the boundaries of scope, time and budget. Working at the intersection of Adeo leadership, account teams and clients, PMs are at the core of operations, driving the seamless execution and day-to-day workflow of integrated, fast-paced communication and creative projects.

- Manage schedules, deliverables, priorities and teams towards streamlined execution of project outcomes.
- Collaborate with project teams to ensure deliverables connect with creative intent and client objectives while meeting time specifications and budget parameters.
- Lead the development and approval of contract and scope workflows.
- Monitor and assess utilization and forecasting across teams.
- Develop and maintain project schedules, project briefs, project financial management and other relevant project documentation with input from cross-discipline teams.
- Own the delivery of workflows independently and with minimal oversight.
- Participate in client discussions related to project plans and set expectations on due dates needed to meet client goals and objectives.
- Oversee, manage and communicate the status of integrated initiatives across multiple projects to ensure successful delivery of client deliverables.
- Ensure the quality and consistency across all projects is consistent with brand guidelines.

#### **Qualifications**

- At least 3 years of project management, integrated marketing/PR agency, or related experience.
- Mastery of PM fundamentals and best practices.
- Demonstrated experience producing top-down and bottom-up estimates, and leading definition of scopes and staff plans.
- Ability to balance a sense of urgency with calm and confident leadership at all times.
- Excellent written, verbal and presentation skills.
- Driven, creative and resourceful.
- The ability to work calmly and efficiently in a fast-paced environment.

#### **Benefits Include**

- Partial employer-paid health care.
- 401k with employer match.



## **Next Steps**

Please submit a cover letter, resume, salary requirements and references to [hello@adeoadvocacy.com](mailto:hello@adeoadvocacy.com) with PM in the subject line.

Adeo is committed to the diversity of our team and partners. We strongly encourage women, people of color and candidates of all gender identities and expressions to apply.