

**PROJECT MANAGER
JOB DESCRIPTION**

Who we are

Broad Reach is a national PR agency that helps companies drive the visibility they need to build strong and trusted reputations. We partner with CEOs and the C-Suite to develop strategies that help them achieve their business goals and objectives. Our areas of expertise include executive profiling, thought leadership, advocacy, article & speech writing, public relations, social media and media training.

We are launching a documentary-style video division this spring.

Who you are

We are looking for someone with a desire to take their career to the next level by working directly with the head of the agency, managing day to day projects for this division and helping build strong client relationships. You will also be responsible for some agency activities.

You have an entrepreneurial spirit and passion for working in a creative and engaging way with both clients and our team. You are a self-starter and team player with strong written and verbal communication skills.

What you'll do

Some of the most respected global and national organizations trust Broad Reach with their brand narratives, their reputations and their business growth objectives. In your role, you will manage various projects and internal initiatives, while supporting clients across various sectors.

Support Broad Reach's new documentary-style video division

- Manage projects and work with internal team, external team and clients, to maintain overall project execution success from conception to completion.
- Develop and define high-level work plans, project tasks, deliverables and milestones.
- Maintain up-to-date project documents and work-back schedules; coordinate and influence the definition of project scope and objectives.
- Support client and external teams by providing phone, chat and email assistance related to website navigation, communications, and project implementation.
- Participate in establishing best practices, templates, policies, tools and partnerships.
- Research new methods and approaches to improve operations, identify new vendors and products and consolidate information into actionable items.
- Incrementally improve and automate processes leveraging online platforms.
- May be required to manage video shoots on-site.
- Develop strong client relationships by anticipating their needs, delivering on promises and exceeding expectations.

Support traditional, social media and integrated communications

- Conduct research and create well-written communications and presentations.
- Develop high quality communications and social media materials.

- Develop media lists; assist with campaign media outreach.
- Monitor for media and social coverage.
- Develop campaign measurement analytics reports.
- Ensure projects produce the required quality deliverables, within specified deadlines and fees.

Support Account Financials

- Support the team to manage projects within budgets.
- Manage timely billing, invoicing process and reconciliations.

What you'll bring to this role

- 1-3 years of experience in public relations and/or project management.
- Excellent leadership, communication (written, oral, and presentation) and interpersonal skills.
- Ability to successfully drive projects from start to completion, while managing the right balance of process and detail.
- Ability to work virtually, creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Self-motivated and decisive with the ability to adapt to change and competing demands.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through problem-solving capabilities.
- A strong team-player who is able to take direction well and prioritize responsibilities.

Job Location

We are currently working remotely.

Job Type

Full-time

Ideal Start Date

April 5, 2022

For further information

Please contact Broad Reach president Andrea Lekushoff at alekushoff@brpr.ca.