

Project Manager

This is a fantastic opportunity to join a growing communications firm with a diverse group of clients. Morreale Communications is looking for an experienced professional with excellent communications skills to lead and manage projects that advance communications strategies, including message development, stakeholder and legislative engagement, coalition building, earned and digital media placements and strategic thinking. This position will work with clients within the industries of transportation, trade association, nonprofits, technology and healthcare.

This includes working with a team of creative designers, project coordinators and social and digital strategists to execute public meetings, engage broad audiences and produce compelling visuals including presentations and meeting materials. This person should be able to bring new ideas and a fresh perspective into communicating highly technical materials into digestible terms for public consumption.

Candidate must be a strategic thinker and have the ability to manage project teams, budgets and resources and monitor progress of deliverables. Candidate must pass a writing test, be detail oriented and meet tight deadlines. At least three years of project management experience and five years of communications experience in a public or private agency is required. Agency experience is preferred by not required. Required qualifications include:

- Managing a team of communications specialists from project inception to completion
- Self-starter with strong multi-tasking skills with the ability to lead multiple projects simultaneously
- Managing project budgets and monitoring progress of deliverables
- Developing and implementing comprehensive communications plans involving strategic planning, campaign and marketing management, media relations and crisis communications
- Excellent written and verbal communication skills, including public speaking and the ability to convey complex, technical topics in a clear and concise manner
- Experience building community and stakeholder alliances to support project initiatives and policy decisions
- Ability to interface and communicate with clients via meetings, email and conference calls
- Highly skilled in time management and critical thinking to facilitate involvement in multiple projects efficiently and in a fast-paced, challenging environment
- Have media contacts to secure earned media placements
- Experience writing press releases, editorials and form letters

Additional helpful experience includes:

- Public relations and marketing consultancy in agency
- Knowledge of earned and digital media markets
- Strong familiarity with government and stakeholders
- Familiarity with strategic proposal development
- Skilled at working with minimal supervision on high-profile projects
- Exemplary organizational skills, attention to detail and service orientation
- Adherence to strict deadlines and guidelines
- Commitment to work collaboratively and effectively with all constituent groups

Qualifications

- Candidates should possess a minimum of a Bachelor's degree
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Microsoft Project (or other similar project management tool)

This position will report out of the Chicago office located in Edison Park. Interested and eligible candidates should send their resume to info@morrealecomm.com.