**Job Description: Project Manager**

ELSO is seeking a professionally astute and graduate-trained Project Manager. The position is a full-time position and offers a salary of $90,000, which may be adjusted based on work experience. We occasionally require weekend work and travel. An annual, discretionary bonus is possible, based on performance and financial means of ELSO. Detailed tasks in the near term are included in Exhibit A.

This position is considered exempt under the federal and state wage and hour laws. This is an at-will position, which means that either the employee or ELSO may terminate the relationship at any time.

Benefits:

* Four weeks of paid vacation.
* Ten paid holidays, as defined in the Employee Handbook.
* Participation in ELSO’s 403b plan which will match up to 5% of your salary contributions on a 2:1 basis.
* Health benefits are available.

**Exhibit A**

Employee is to perform the duties typical of a Project Manager (PM) and as directed by the CEO. The PM will be expected to assist across a wide variety of projects, based on the priorities of ELSO. We anticipate that the prioritization of work will be coordinated with the team, as directed by the CEO.

Areas of work where you will be expected to help manage and contribute to the overall work effort include the following:

* Center Certification: this program is still in the formative stages. ELSO will be launching the program in 2025. Operational, analytic, and administrative support will be an important component of the work of the PM in the coming years.
* Education Initiatives: support for the certification through ICE of the ELSO certifications exams will be important. In general, education requires a lot of support, which includes supporting in person courses in Ann Arbor and with other organizations – typically in the US but may be international.
* Research operations: ELSO expects to launch a more robust research program in 2025. This will require more administrative and operational support, along with excellent communications among committee members and throughout the organization.
* Conference: ELSO hosts an annual conference, which requires support in general project management, marketing, communication, organization, analytics, and timely submission of materials due to many partners required to deliver the annual conference.
* Data analysis and presentations: in general, all areas of the organization require reporting, management, and communications. Your role will be important in supporting any and all of the activities across ELSO, which includes supporting our many committees and leadership groups.
* Website updates: assist with the planning and management of ELSO website updates across each area of the business and operations.
* Oversight/Management: oversee projects and coordinate the efforts of volunteers, other employees, and interns at ELSO. May be required to coordinate/manage work with vendors and others, as needed.