

Marketing Project Manager

Piedmont Advantage Credit Union Winston-Salem, NC 27101

Last online 1 hour ago

Benefits Offered

Vision, 401K, Dental, Life, Medical

Employment Type

Full-Time

Piedmont Advantage Credit Union seeks to hire an enthusiastic Marketing Project Manager with a positive attitude and exceptional attention to detail. The Marketing Project Manager is responsible for implementing the processes for the organization as part of our strategic marketing content-driven plan. The Marketing Project Manager will manage targeted marketing projects in support of the credit union's strategic priorities including member value and growth. With a deep understanding of our "why," the Marketing Project Manager will amplify the vision of our credit union to become a trusted adviser for members through creative, content-driven plans.

Essential Functions & Responsibilities:

- Responsible for planning, developing, implementing, and directing various project plans.
- Develops and maintains ownership of project plans including details relating to resources required, timelines, schedules, budgets and communication.
- Coordinates and oversees work performed by project team members. Works closely with related departments to maintain schedules and needs. Continually monitors the progress of all projects against established goals and timelines.
- Maintains a vetted list of outsources business partners who are in alignment with our vision and strategy. Finds and hires partners. Leads partners in development and execution of all tasks associated with projects.
- Provides continuous communication on project status to all appropriate parties.
- Develops and manages procedures and processes insuring documents are complete, current, organized, and stored appropriately using PM/tracking software such as Basecamp or Asana.
- Performs other duties as assigned.

Knowledge & Skills:

- Two years to five years of similar or related experience in marketing project management or related field
- Graduate degree or an undergraduate degree with professional certification. PMP Certification
- Advanced writing, speaking, and presentation skills and abilities
- Ability to influence, build alignment, and work productively with internal and external teams
- High degree of integrity
- Intermediate proficiency in project management software - Basecamp, Asana, or equivalent
- Expert level experience in using Microsoft Office Suite, including: Word, PowerPoint, Excel, and Outlook
- Basic Level experience using Adobe Photoshop
- Ability to work in a fast-paced, deadline-drive environment on multiple projects
- Comfortable collaborating for results
- Sound decision-making abilities
- Excellent written and verbal communication skills
- Assisting with special projects and special event management as needed
- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to sit, stand, talk, see and hear.
- Required to possess dexterity to operate standard office equipment
- Occasionally required to lift 20 pounds or more

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to an office and outside sales environment. The noise level is usually low. Equipment required for this position:

- Standard office space and equipment
- Standard PC equipment and printers
- Telephone and/or headset

Additional Benefits Information:

- Competitive salary and full benefit package
- Comprehensive health, vision, and dental insurance as well as disability benefits
- 401(k) and retirement planning education
- 24 hour onsite, free access to full gym
- Quiet room for individual brainstorming or personal reflection
- Collaborative meeting areas
- New, architecturally-progressive work space
- Free parking
- Outdoor Terrace with Wi-Fi access and gas grills for employee use
- Selection of lunch vendors each month
- Onsite car-washing and detailing available monthly
- Concierge services including dry cleaning pick-up and delivery
- Smoke-free campus

About Piedmont Advantage Credit Union:

Company Overview

Piedmont Advantage Credit Union is a Member-owned, not-for-profit financial institution. Established in 1949 and headquartered in Winston-Salem, NC, Piedmont Advantage Credit Union is committed to our mission of serving our world-wide Membership with engaged employees who provide financial products and services, in ways which make us easy to do business with. Piedmont Advantage Credit Union creates valuable relationships which result in member advocacy, financial well-being of members, and safety and soundness of the credit union.

20+ other people applied to this job.

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