

TRUE LEGENDS

foundation

IGNITE | ACADEMICS | LIFE SKILLS | HEALTH & WELLNESS

We are seeking a **Project Manager / Program Coordinator** who is highly organized, detail oriented, and a great communicator. You will be responsible for coordinating all program matters relating to internal projects, engaging with donors, helping to ensure volunteers/interns assisting the project work together smoothly, and ensuring that timelines are met so projects are delivered on time. You need to apply program processes across multiple categories such as marketing, networking, management and app design.

While we still operate like a startup (it can get very fast-paced at times) we are in full scale-up mode. If you are looking for a clear career growth plan, fully remote work, flexible hours, the opportunity to work a variety of projects, and quality content for your portfolio, True Legends is the place for you to learn, develop, and grow into the leader that you've always wanted to be.

RESPONSIBILITIES:

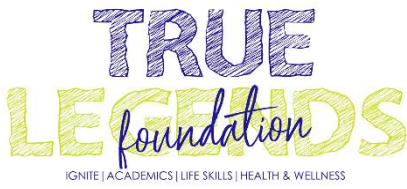
- Understands organization main goals, finds the problem/solution for each project, manages timelines, team expectations, and interprets needs to work towards a successful outcome.
- Mentors and guides volunteers/interns, setting creative direction, and taking accountability for team growth. Vital role of keen decision making and leadership.
- Has advanced visual creative skills and the ability to apply in different program areas and industries. Has a deep understanding of our programs and excitement for the details.
- A great communicator, advocate and presents program direction to volunteers/interns and community partners into actionable tasks.
- Manages projects from start to finish; controlling and owning the quality of the creative work that you deliver.

QUALIFICATIONS:

- A proven project manager who knows how to build project briefs, timelines, and hit the ground running with minimal hand-holding.
- Detail oriented and organized enough to deliver pixel perfect quality, on time.
- Exceptional presentation and communication skills with the ability to set-up organization booth for marketing and brand awareness.
- Strong portfolio exhibiting knowledge in the nonprofit industries, our current community partners, and potential donors.
- Hands-on, self-driven, highly motivated, team-oriented with an entrepreneurial mindset.
- Fast learner with a passion for processes, multi-tasking, with a can-do attitude.

ADDITIONAL INFO:

- Fully remote and available on 1099
- Opportunity to build your own program and establish a 501c3
- Growth plan with clear promotion possibilities in leadership positions.



NEW CANDIDATE PROFILE

Full Name _____

Email _____

Phone Number _____

City _____

Do you have any project management experience? If so, please explain.

Most recent job title, role and responsibilities

What skill sets can you bring to True Legends Foundation?

How can you make an impact?

Signature

Date