

Job title	<i>Project Manager Contractor</i>
Reports to	<i>President</i>

Job purpose

The Project Manager Contractor position is intended to provide valuable experience for a person seeking a career change into project management in the life science industry. The Project Manager Contractor will manage initiatives, particularly community events sponsored by BioMedSA. The position will include project planning and execution, communications and virtual event management, in collaboration with the President, while gaining exposure to companies and individuals working in the life science industry in San Antonio. The Project Manager Contractor will be trained by the President for successful implementation of the job duties, as needed.

Duties and responsibilities

- Plan projects, such as events
- Manage projects to the plan
- Communicate with potential sponsors and members to gain participation in events, activities, and paid advertising
- Set up virtual events, including booths and sessions, within event platform software
- Must have “Can-Do” attitude
- Must be able to work well independently and with others
- Assist with other duties as assigned

Qualifications

- High School Diploma Required
- Comfortable using software systems and learning new ones
- Experience creating and maintaining client relationships, preferred
- Proficient with Microsoft Office software, preferred
- Self-motivated, yet customer-focused
- Creative
- Detail oriented
- Excellent verbal and written communication skills

Working conditions

Office environment; flexible hours agreed upon in advance; 20-40 hrs/week; approximately 1400 hours total.

Physical requirements

N/A

Direct reports

N/A
