

Sherwood Fellows

Project Manager Job Description

About Us:

At [Sherwood Fellows](#), we are more than a consultancy – we are torchbearers of transformation. We specialize in igniting growth by aligning values, culture, brand, and marketing into a harmonious symphony of purpose.

We love working with:

- Recovering Homeschoolers
- Moms looking to bring in income while still being moms
- People looking to make a career change
- People with ministry experience
- People with liberal arts degrees

What we're looking for in this person:

- Self-motivated
- Creative problem solver or Creativity enabler
- Has an adventurous streak
- Collaborative
- Loyal
- Cares about excellence for excellence's sake

Apply If

Enablement and Tenacity are your two areas of Working Genius
You are a J type on the Myers-Briggs

Role Overview:

As a Project Manager at Sherwood Fellows, you will play a pivotal role in managing client projects, reinventing our operations, and shaping the future of our consultancy. Our strategists and creatives need help keeping track of all the details and ensuring that projects are completed correctly and on time. You will be the left-brained support to a very right-brained group of people.

Responsibilities:

- Manage client projects, ensuring successful delivery and client satisfaction.
- Spearheaded the reinvention of Sherwood's operations, contributing to the consultancy's growth and evolution.
- Recruit and manage an Executive Assistant to support the seamless functioning of our operations.

Compensation:

- Hourly rate: \$30/hour
- Estimated hours: 10-20
- Estimated monthly pay: \$2000
- Invoiced and paid monthly
- Structured work time with the flexibility to adapt hours based on project or personal needs
- Entrepreneurship support and individual coaching for personal projects
- Generous leave policy, including one month of paid maternity leave and one week of paid vacation

Growth Opportunities:

- Goals set at the beginning of engagement with the potential for a \$2.50/hour raise at 6-month intervals based on goal achievement.
- Opportunity to transition to a salaried position after one year.

Qualifications:

- Proven experience in managing lots of details and timelines.
- Strong organizational and communication skills.
- Proven experience with leveraging technology to solve problems.

How to Apply:

No need for a cover letter.

Drop your application into [this form](#)



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Cares about excellence for excellence's sake

Don't apply if:

You can't laugh at mistakes

You could never ever imagine yourself breaking a rule (even a small one)