

ABOUT WCI, INC.

WCI, Inc. is a non-profit corporation that supports state and provincial greenhouse gas emissions trading programs with offices in Sacramento, California and Québec City, Québec.

WCI, Inc. offers competitive salaries and benefits commensurate with qualifications and professional experience. WCI, Inc. is committed to equal employment opportunity.

For more information, visit www.wci-inc.org.

Position Description: Project Manager

The Project Manager reports to the Executive Director, and collaborates with other WCI, Inc. staff and WCI, Inc. participating jurisdictions to plan, organize, manage, monitor, and coordinate the execution of assigned projects.

In this role, the successful candidate shall apply the appropriate processes and corresponding project management knowledge areas including, but not limited to, project scope, schedule, communications, risk, issue, quality, procurement and stakeholder management.

The Project Manager will be the primary liaison between the internal project team and external third party service providers. They will be accountable for the successful delivery of all phases of the software development life cycle including requirement gathering, planning, design, development, testing, release, and transition to operations of assigned projects.

This position is located in Sacramento, California.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Solid understanding of industrial standards and best practices
- Knowledge of project management concepts and methodologies including, but not limited to, Waterfall and Agile methodologies
- Ability to work collaboratively with project teams from diverse backgrounds in different geographic locations
- Highly organized and able to work independently and efficiently
- Excellent communications skills – both verbal and written
- Detail-oriented with solid analytical and problem-solving ability
- Proficiency with office software, including MS Word, Excel, PowerPoint, Outlook, MS Project, Visio, and SharePoint
- Demonstrated experience assembling, organizing, and analyzing information, extracting insights, and communicating findings
- Ability to simultaneously manage multiple time-sensitive deadlines

- Ability to use and adapt to changing technology trends, including collaborative software platforms and project management tools

DESIRED QUALIFICATIONS

- PMP or other project management certification
- Ability to think outside the box to help better track actions, tasks, and project deliverables
- Knowledge or experience working with state, federal, or provincial agencies
- Experience helping organizations use data and other information to improve their processes and decision-making
- Ability to anticipate and respond to potential problems or risks in a timely way

KEY RESPONSIBILITIES

Project Planning

- Facilitate planning sessions with internal stakeholders and service providers to define project scope and determine objectives and success factors
- Plan, sequence, and schedule projects
- Facilitate requirements gathering sessions
- Collaborate with internal and external project team members to develop business requirements, use cases, and requirements metrics
- Establish communication plans to track and communicate project progress to stakeholders

Project Implementation

- Monitor the progress of projects and ensure project deliverables are delivered on time, within budget and at the required level of quality
- Coordinate with internal stakeholders and service providers to identify activities leading to successful implementation of the project
- Develop forms, templates to document project activities, and maintain project files
- Effectively manage project close-out tasks and transition to operations
- Ensure all outstanding issues, risks, and action items are successfully closed

Project Monitoring and Control

- Prepare and submit reports on project progress
- Create and maintain project status reports, financial records, risk logs, issue logs, communication plan updates, activity log updates, change requests, decision log updates, and other supporting documentation

Risk Management

- Identify risks and work collaboratively with project team members on solutions to mitigate risks and/or resolve problems

Procurement and Vendor Management

- Assist in the development of solicitations, evaluation of bidder proposals, contracting, and on-boarding of new service providers.
- Maintain vendor relations with regular status meetings, effective correspondence, periodic status reports, change orders, and conflict resolution
- Manage payments to service providers including cost analysis; coordinate approval by internal stakeholders

The Project Manager will likely assume more responsibility for certain contracts, services, and work groups than others; however, the Project Manager will be involved in and maintain close familiarity with the substantive content and dynamics of all technical services provided by the organization.

At the direction of the Executive Director, the Project Manager may undertake other duties as required to ensure the consistent achievement of the organization's mission and financial objectives.