



**Position Description**  
**Project Manager**

*"We want superstars! Folks who want to come into a fast-paced environment, learn a lot about many things, grow their skills and relationships, and invest in our company while supporting their own success. Entrepreneurial, flexible, out of the box thinkers thrive in our environment and are able to carve out their own niche of responsibility."*

**Mo Wright, President and CEO**

**BRIEF DESCRIPTION**

RAMA Consulting Group is a Columbus-based, performance management consulting firm. Our core services center around Employee Engagement, Organizational Engagement, and Community & Stakeholder Engagement, with a major focus on Strategic Planning, Diversity, Equity & Inclusion Strategy Development, Evaluation and Assessment, Community Outreach, Leadership Training & Development, and Cultural Competence. We are seeking qualified candidates that can collaborate with organizational leadership and project management staff to achieve client and company outcomes.

The ideal candidate is someone responsible, detail-oriented, forward thinking, and able to work under pressure, with the ability to multi-task and understand the importance of meeting deadlines. Must have superb communication, diplomacy, leadership, delegation, presentation, problem solving, and analytical skills. This person should also be able to rapidly respond to changes and priorities regarding assignments and projects. Must have an average knowledge of database and word processing software. Additional requirements include schedule flexibility and the ability to routinely modify work schedule to meet project demands. Duties include a mix of professional and administrative tasks, including overseeing aspects of client projects and tracking progress and results. Position requires proficient understanding of project management methods with demonstrated success and must have strong experience leading teams and projects.

**DEMONSTRATED SKILLS IN SEVERAL (NOT ALL) OF THE FOLLOWING AREAS ARE DESIRED:**

- Excellent Verbal, Interpersonal, and Written Communication
- Community Outreach & Engagement
- Project Research
- Project Management & Logistics Coordination
- Statistical and Data Analysis
- Diversity & Cultural Competence
- Evaluation and Assessment
- Group and Meeting Facilitation
- Demonstrated success interacting with clients, stakeholders, and partners at various levels
- Critical Thinking and Problem Solving
- Leading collaborative teams to achieve and maximize outcomes

**ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES:**

- Strong written communication skills with the ability to produce reports and documents that are succinct, accurate, and ensure the desired message is communicated and understood by the target audience.
- Ability to deal with ambiguity and produce work products that are of high quality and meet the need with little guidance or details provided.
- Able to apply innovative and creative engagement tactics to client projects.

- Action-oriented with the ability to identify a need and act without being asked while managing up.
- Ability to handle conflict/tense situations and resolve issues independently.
- Able to determine the order in which tasks should be completed to allow for timely submission of deliverables within project timelines.
- Willing to proactively seek out materials, resources, or other coaching and training to skill up quickly and add value in a team environment.
- Able to efficiently manage time between internal and external projects to ensure timely completion of deliverables while navigating a fast-paced working environment.
- Able to build relationships and trust among clients by keeping them engaged and effectively adjusting processes and procedures to meet their specific needs.
- Ability to understand and articulate complex subject-matter
- Able to maintain a positive, personable, and outgoing attitude
- Possesses intermediate knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and other PC software to develop brochures, newsletters, invitations, etc.

**OTHER POSITION CONSIDERATIONS:**

- Experience in a small office environment
- 5 years of professional work experience and at minimum Bachelor's degree or equivalent education and experience in project management, business management, human resources, marketing, or public administration.
- Professional and neat appearance

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**To Apply:**

**Forward a resume and cover letter with salary requirements to:**

**[apply@rama-consulting.net](mailto:apply@rama-consulting.net)**

**Attn: Project Manager**

*Interviews will occur on a rolling basis as applications are received. Position Open Until Filled.*

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