**SENIOR PROJECT MANAGER:: APPLY HERE**

**THIS IS A FULL-TIME, REMOTE POSITION**
Base Salary :: $90,000 - $110,000
Benefits :: Health Insurance, Vacation & Sick Time, Parental Leave, Computer Stipend & more.

**ABOUT THE ROLE ::**
The Senior Project Manager will lead and support all things project management. We are a small and nimble team who needs a leader to track our progress and help us manage our Annual Summits, our coding scholarship program and other membership activities for Lesbians Who Tech & Allies and include (include is the job platform partner of Lesbians Who Tech). Think of yourself as a utility player that can step in and support other roles as needed. You will work extremely closely with the CEO and the VP of Administration to keep us on task and jump in to get us over the finish line when needed. You will also own a few projects including the Edie Windsor Coding Scholarship Program.

**WHO YOU ARE ::**
- You love solving hard problems.
- You are an expert keeper of deadlines.
- You are an over-communicator and know how to motivate teams to stay on task.
- You love managing and supporting teammates, so they can succeed at work.
- You thrive in environments without structure (i.e. small teams), while pushing towards creating project plans.
- You love and enjoy making the impossible possible, i.e. your first thought is let's find a way to make this work.
- You love the pace of events and small startups.
- You love email and communication tools like WhatsApp, Slack & Trello.

**WHAT YOU'LL DO ::**
1. Create Project Plan & Deadlines.
2. Project Manage our events and programmatic work.
3. Keep our team running smoothly, helping shift priorities with the CEO as needed to keep us working efficiently as a team.
4. Support & execute operations, events and programmatic work for both Lesbians Who Tech & include.
5. Lead all things Edie Windsor Coding Scholarship Program and help us build out more programs.
EXPERIENCE & QUALIFICATIONS ::

- Has a commitment to diversity and economic opportunity for all, with 6-10+ years of professional experience in Project Management and/or Operations.

- Previous experience in tech, D&I, startups, events, or campaign work is a plus.

- Experience and interest in working in a fast-paced, high-performance culture where the business and goals are constantly evolving.

- Proven success building diversity programs, partnerships, or building diversity-focused initiatives into recruitment goals in your current or past roles is a plus.

- Exceptional problem-solving skills.

- Strong listening skills and the desire to achieve shared success.

- Exceptional communicator and leader. Ability to manage up and remember things without writing them down.

- Excellent judgment and the ability to make sound decisions.

- Stellar project management skills with exceptional attention to detail and discipline to organize and prioritize.

THE COMPANY ::

Lesbians Who Tech & Allies is the largest LGBTQ technology community in the world — committed to visibility, intersectionality, and changing the face of technology. We are 80,000 LGBTQ women, people of color, non-binary and trans people, and allies in tech in 40+ cities worldwide. Thousands of women and gender nonconforming people in tech attend our Summits every year.

Our programmatic work includes a coding scholarship for LGBTQ women, non-binary and trans individuals — the Edie Windsor Coding Scholarship Fund — a mentoring program — Bring a Lesbian to Work Day — and a leadership program — #LWTQUAD — focused on supporting our community as they level up their careers. We’re not just creating communities; we’re pushing the tech sector to be more inclusive and changing the face of the entire tech industry.

Benefits & Perks:

- The ability to work remotely
- Joining not just a team, but a squad of like-minded teammates committed to solving tough problems
- Benefits: Health / Dental / Vision
- Computer Stipend
- Vacation + Sick Time