



Internal Project Manager Job Description

We're looking for a smart, funny, energetic, and competitive individual who is passionate about marketing and helping clients grow. You'll be joining a company considered one of Central Illinois most innovative leaders in marketing. Central States Marketing provides clients with a "best in class" marketing experience which leads them to success. We foster an entrepreneurial spirit and encourage our team members to bring innovative ideas to the table and to actively seek out their ideal career paths. While we are a metrics-driven organization centered on growth, we're equally focused on improving our workplaces based on our teams' wants and needs.

Expectations

- Work within the account strategy team to determine agency deadlines, assign responsibilities within the team and monitor progress of client projects internally for the agency
- Assist in the definition of project scope and objectives, involving all relevant departments within the agency
- Coordinate the completion of projects on time and within scope
- Ability to manage revisions, schedules and strategy of internal projects
- Client-facing communications regarding project status
- Think "Big" for the client from a 50,000-foot view
- Provide innovative ideas and new ways approaching each project
- Coordinate with other departments on client projects
- Demonstrate a positive attitude

The Internal Project Manager at Central States Marketing is key in overseeing the day-to-day communication with all departments and ensuring strong asset completion, problem solving resources and direction needed to run smoothly. This position will help keep projects – and people – together. Duties include planning, organizing, managing, and executing projects from beginning to end. The project scope can vary in size and scope with the ability to strategically manage multichannel marketing campaigns. This position offers the ability to work with staff as well as clients.

Requirements

- Agency experience preferred
- Marketing experience either in advertising, digital media, or the creative space
- Excellent written and oral communication skills
- Demonstrate strong planning and organizational skills
- Ability to manage multiple projects
- Ability to function well in a fast-paced environment under tight deadlines
- Strategic thinker
- Proficient at Word, Excel, and PowerPoint
- Minimum four-year college degree
- Knowledge of project management processes and workflow preferred

Central States Marketing offers an attractive compensation package, which includes a competitive salary, 401(k) plan, PTO, holiday pay, and a comprehensive benefits program. CSM is an equal-opportunity employer committed to an inclusive workplace. Anyone interested is encouraged to apply and CSM does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Employment with Central States Marketing is contingent upon the satisfactory completion of a criminal background check.