



Senior Project Manager

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a position as Project Manager. Reporting to the Director of Program Management, the Senior Project Manager will assume overall responsibility for providing project management support to deliver contractual obligations for key strategic internal projects at New Meridian.

This position is located in Austin, TX (remote opportunities for industry experienced candidates).

Who We Are:

New Meridian is an assessment design and development partner that helps states prepare today's students for the challenges of tomorrow. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills — the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. While just over two years old, we have multiyear contracts with 10 states and agencies. With our clients, we are pioneering a new way for states to co-develop and share high-quality assessment content that results in states developing higher-quality testing programs more cost effectively.

We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

Our Ideal Candidate:

The candidate for this position will lead the day to day management of external and internal projects to ensure the successful planning and execution of assigned programs. The ideal candidate will have a proven track record of working collaboratively with cross functional teams, subcontractors, and external stakeholders to ensure requirements are documented, schedules are maintained, project scope is tracked, and

details are communicated to all stakeholders. They must be able to work in an environment where project requirements often change and must be comfortable seeking out information and escalating issues as they occur. Successful candidates will show a high degree of independence, resourcefulness, and ownership on the projects they manage.

In addition, we are seeking an outstanding candidate with a proven record of successfully managing projects independently, excellent communication skills, and sound judgment and sensibility for working closely with clients and teams. Our ideal candidate has the following traits:

- An ability to get things done: You are results-driven, resourceful, action oriented, and persistent. You are a master organizer and project planner who consistently looks ahead and anticipates needs before they arise.
- Creative mindset: You can quickly adapt and develop creative solutions to assessment and content development challenges. You deeply understand assessment design, content development, and test construction processes and can synthesize information to recommend a plan of action.
- Emotional intelligence: You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence.
- Trustworthy: You are highly ethical, principled, and mission driven, garnering the trust of colleagues and vendors.

Expected Duties and Responsibilities:

- Preparation and management of project plans, monitoring and tracking project's progress to ensure projects are delivered on time and to specification.
- Develop work breakdown structures and project schedules by working with team members, vendors, and stakeholders to achieve project schedule baseline.
- Manage tasks and schedules on a daily basis, communicating risks and developing mitigation plans as needed.
- Create and manage risks, action items, and lessons learned registers for assigned external and internal projects.
- Develop and maintain project-specific communication plans to ensure effective communication to various stakeholders.

- Support internal and external communication plans to ensure clarity and messaging alignment within the organization.
- Work with Director of Program Management to prepare effectively for meetings, planning agendas and capturing meeting minutes.
- Work with the Director of Program Management and other Project Managers to establish, document, and implement best practices for project management at New Meridian.
- Work collaboratively with other teams and a variety of stakeholders to identify requirements, contribute to documentation and manage daily activities.

Requirements and Experience:

- Minimum education: Bachelor's degree.
- Minimum of 3 years of progressively increasing project management experience with creating project plans and schedules, managing tasks, and managing cross-functional stakeholders.
- Coordination and organization skills.
- Strong interpersonal skills to work with senior colleagues, subcontractors, and customers.
- Strong oral and written communication skills.
- Proficient in Microsoft Project, Excel, and other Microsoft Office tools.
- PMP certification preferred.
- Experience in the education industry, specifically large-scale assessment, a plus.

New Meridian Corporation is an equal opportunity employer and encourages individuals of all backgrounds and identities to apply. We are excited to receive applications from persons in occupations or positions where they are under-represented, particularly from individuals connected to underserved communities. We feel we are strengthened by diverse perspectives.