

Open Position: Project Manager

Working with our partners, the Project Manager (PM) is responsible for managing the day-to-day development process of web-based tools and resources. The PM may also be called upon to help prototype applications, research and identify technology solutions, and identify and recruit subject matter experts both at the local and national levels. The PM may also need to present these tools at conferences and webinars. This position is remote but would like someone located in the Tampa Florida area.

It is required that the PM have a Project Management Institute (PMI) Project Management Professional (PMP) certification or be willing to work towards it. Here is why this is required – the access to justice community is a complex ecosystem that requires a keen ability to understand stakeholder needs and develop solutions that advance the collective mission. This role requires someone that has or will take the time to study and hone their craft as a project manager.

General Qualifications

- The candidate must meet these qualifications to be considered:
- Bachelor's degree.
- PMI/PMP Certification or active progress towards the certification
- Hands-on experience with Agile Development
- Experience in the software development environment
- Experience as a project manager for software development

General Skills

The candidate should have these skills to be successful in this role:

- Manage timelines and budgets for multiple projects
- Anticipate, identify, and manage project risks
- Competence using Microsoft Productivity Suite (Word, Excel, PowerPoint), Google Docs, and online project management tools
- Tech savvy and adept at learning new technologies quickly
- Able to manage the work of technology vendors and contractors
- Able to get things done in an effective and efficient manner

General Traits

The candidate should have these traits to be successful in this role:

- Creative and collaborative
- Self-Motivated; able to work without direct supervision
- Detail oriented
- Analytical with excellent problem-solving skills
- Excellent verbal and written communication skills
- Able to work with multiple stakeholders/constituencies
- Outstanding at relationship building
- Effective at influencing others; able to influence without authority

Desired But Not Required

Candidates with these experiences and qualifications will likely stand out from the competition:

- Experience with legal aid organizations
- Experience with startup or small nonprofits or businesses
- Experience as an IT professional (programmer, IT project manager, systems administrator, etc.)

Work Environment & Contractor Relationship

FJTC is an entirely virtual organization. The PM is expected to work out of a home/remote office. The candidate must have high-speed internet access in order to participate in video conferences on a regular basis.

This is a contract position. Hours will vary based on assignments.

This is a contract position only and does not include benefits. Hours will vary between 20-30 hours per week. Payment is \$50 per hour. FJTC shall not provide Contractor with any coverage or participation in its accident and health insurance, life insurance, disability income insurance, medical expense reimbursement, wage continuation plans, or other fringe benefits provided to regular employees.

Since Contractor is not an employee of FJTC, FJTC shall not withhold any taxes from amounts paid to Contractor and Contractor shall not be eligible to participate in any benefits or programs sponsored or financed by FJTC.

What We Do

The Florida Justice Technology Center works at the center of the justice ecosystem in Florida - partnering with legal aid programs, the courts, the clerk's offices, the private bar, social services organizations, and many others. We identify, create and promote web-based tools, resources, and applications to support advocates working in poverty law and to support members of the public dealing with legal issues without benefit of counsel.

Here are a few examples of our work:

- Manage FLAdvocate.org, the online hub for advocates to find email groups, resource libraries, and connect with colleagues.
- Manage FloridaLawHelp.org, the state's legal information website.
- Florida Name Change, a tool to help transgender people update their legal name and gender marker on official government identification.
- Develop a website for the Florida Health Justice Project, a new nonprofit working to improve access to affordable healthcare.
- Develop a statewide triage system (read our Evaluation Report on our pilot).

Why work for FJTC

We are a team of collaborative and creative individuals that work synergistically to empower and improve the lives of individuals that need assistance with their legal obligations. If you are a self-starter and team player with experience working in a startup environment, we would love to speak to you. You will be getting in on the ground floor of something groundbreaking. There will absolutely be room for growth within our organization as we continue to grow. We have an open door policy and welcome new ideas to help us improve all of our processes. While working with FJTC, your contributions will be changing the world.