



Organization and Productivity Project Manager

LatAm Startups is a non-profit organization supporting international tech companies to start and grow business as a Canadian corporations.

We're looking for a project manager that can organize and make more productive the portfolio of companies at LatAm Startups. The project manager in this area will be responsible for the successful planning and monitoring LatAm Startups programs, giving advise and working in a team with our current staff.

What are we looking for?

A professional with the following skills:

- Organize projects on-time, propose budget and measure quality of the delivery.
- Excellent organization skills and attention detail
- Work in a flexible startup environment
- Pro-actively manage all aspects of expectations and communications during the project
- Identify risks that would impact the delivery of the project and act proactively to propose a quick response
- Excellent written and verbal skills
- Continuously engage clients and team to ensure the team is delivery the value expected for each program

Roles and responsibilities:

- Organize projects on-time, propose budget and measure quality of the delivery
- Collaborate with a general strategy, project management, design and development to estimate time and assign appropriate resources to complete work
- Develop a detailed project plan for LatAm Startups programs
- Monitor and tract project execution against project plan and budget
- Communicate with the team and ensure all team members are aware of their tasks and timelines for completion

LatAm Startups will provide training in the following areas:

- Research and type of projects we work

Please notice we require the following to evaluate your application:

- Resume with at least two references
- Available to work from August 3 to September 25, 2020
- This is a payroll entry-level position for a limited time (8 weeks), salary \$14/hour
- The applicant must be citizen or permanent resident, preferable located in Toronto, ON

Please send any resume, questions or comments to Community@LatAmStartups.org