



Project Manager

Discover DeKalb Convention and Visitors Bureau is seeking a Project Manager to facilitate planning, organizing, and more specifically, implementing overseeing key projects and initiatives.

DUTIES AND RESPONSIBILITIES

- Collaborate with the CEO and Executive Assistant to define project priorities, expectations, and execution framework.
- Keep marketing and sales team aligned on priorities, deadlines, and required next steps.
- Clearly communicate priorities, requests, and updates from the executive office to relevant team members.
- Thrive in a fast-paced executive office environment while maintaining accuracy and follow-through.
- Develop comprehensive project work plans, timelines, and measurable goals.
- Oversee marketing initiatives.

SKILLS

- Proficiency with project management software and related workflow tools
- Must be efficient in Microsoft 365 products including Teams
- Strong written and verbal communication skills
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task

EDUCATION AND EXPERIENCE

- Bachelor's degree in marketing or business administration preferred

****Please submit cover letter, resume, and salary expectations to: dorcas@discoverdekalb.com****
No phone calls please