



## Consultant

### *Specialization: Project Management*

*FirstRule Group is a consulting firm with a broad book of business in the public sector and healthcare fields. Our projects are often complex, multi-year, and highly visible with outcomes that matter to the well-being of communities in the Pacific Northwest.*

*We are looking for dedicated, effective, and engaging people to join our team.*

At FirstRule Group, consultants that specialize in project management work on a variety of projects. Their primary responsibilities include leading the project team; planning and directing the completion of the project or initiative; tracking and reporting on the project's progress including budget, timeline and scope; and communicating with the client to ensure the project meets expectations and aligns with the organization's goals.

### Key Responsibilities

- Leads agency staff, stakeholders, customers, and vendors in completing the project or initiative, including delegating tasks, providing support, and serving as the main point of contact.
- Supports clients in defining project scope, timeline, and budget.
- Creates project artifacts, including setting targets for milestones.
- Ensures project meets deadlines, deliverables. Reports regularly internally and externally on progress.
- Communicates with executives, leadership, agency staff, stakeholders, customers, and vendors to keep project aligned with organizational goals.
- Performs quality control and continuous quality improvement throughout the life of the project to maintain expected standards
- Assesses, communicates, and mitigates risks; adjusts schedules and targets as needed.
- Maintains documentation on projects.

## Key Deliverables

Common documents or deliverables that you may be asked to create and manage:

- Project plans
- Project charter
- Timelines and schedules
- Organization charts
- Risks, Assumptions, Issues, and Dependencies (RAID) log
- Task and activity tracking tools, including dashboards
- Budgets

## Qualifications and Competencies

- ✓ Degree in Business Administration or related field. Comparable or relevant experience may substitute for education.
- ✓ 5+ years of experience managing projects or initiatives.
- ✓ Project Management Professional (PMP) certificate and/or Certified Associate in Project Management (CAPM) certificate preferred.
- ✓ Expertise in project management tools, methodologies, and approaches.
- ✓ Familiarity with project management software preferred.
- ✓ Excellent leadership skills including demonstrated ability to make hard decisions, adapt to changing situations, and listen to differing points of view.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Exceptional interpersonal and leadership skills with the ability to lead diverse groups of people.
- ✓ Excellent written and verbal communication skills, including presentation development.

## You are our next big thing!

Interested in joining our team? Visit [firstrulegroup.com](http://firstrulegroup.com) to apply  
or contact us at [info@firstrulegroup.com](mailto:info@firstrulegroup.com)

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