Position: 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.

Visit firstrulegroup.com to apply or contact us at info@firstrulegroup.com

FirstRule Group is an equal opportunity employer and complies with all applicable state and federal laws. FirstRule does not discriminate on the basis of race, color, national origin, age, disability, sex, creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

For more information about your rights or to file a complaint, please contact the Washington State Human Rights Commission or the U.S. Equal Employment Opportunity Commission.

NOTE: This job description is not intended to be all-inclusive. Employees and contractors may perform other related duties as assigned to meet the changing needs of the client.

FirstRule Group is committed to fair and equitable compensation practices. The general compensation range for this position as a direct employee is between $40-85 per hour. This range represents the low and high end of our anticipated compensation for this role. Actual compensation may vary depending on factors such as experience, skills, certifications, performance history, location and client budget.

We encourage candidates of all levels of experience to apply. The final offer will be determined based on our evaluation of your qualifications and may fall outside the listed range.

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In addition to the base compensation for direct employees, FirstRule Groups offers a benefits stipend, IRA participation with match and a discretionary profit-sharing plan.