



THE
WELLNESS
WAY

Do Health Differently.

JOB POSTING: MARKETING PROJECT MANAGER

Location: Onsite at The Wellness Way Corporate Office
Green Bay, WI

The Wellness Way is a fast-growing international network of wellness clinics and we need help spreading the word! We are looking for a talented Marketing Project Manager to administer a variety of marketing projects. This is a full-time, salaried position at our Green Bay, WI location. In office hours are predominately M-F, 8am – 5pm. Will also require some occasional weekend and evening work, and the availability to respond at the speed of media!

You will be responsible for overseeing the successful completion of projects, primarily pertaining to marketing. We have a lot of big marketing ideas, and need help ensuring they are well executed! You will work closely with top management as well as employees to ensure that projects are delivered in a timely manner. You will also be responsible for developing detailed project plans for a variety of project types. Primary focus will be marketing and design projects, therefore, a background in marketing and design would be beneficial. Additionally, the ideal candidate will be able to implement a project management platform to use across our various teams and with stakeholders. As a Marketing Project Manager, we expect you to be up-to-date with the latest digital technologies, media trends, and always be learning “best practices”. You should have excellent communication skills and be able to help express our company’s views creatively.

We’re a small, but rapidly growing company, so this role will require a strong individual who is comfortable in a dynamic, fast-paced environment. The right person will be self-managed and able to work within a team-oriented environment.

Job Responsibilities:

- Create long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources
- Delegating tasks on the project to employees best positioned to complete them
- Identifying and managing potential risks and liabilities of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with executives to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

Qualifications:

- Understanding of the Project Management Institute (PMI) framework
- Knowledge of various project management methodologies (e.g., agile/scrum)
- Understanding of the marketing program as a whole, with confidence to speak into improvements in efficiencies and workflow
- Proven leadership skills
- Excellent communication, interpersonal and negotiation skills
- Comfortable with debating
- Interpersonal skills
- Problem-solving skills
- Ability to delegate effectively
- Time management skills
- Friendly and approachable
- Critical thinker and problem-solving skills
- Works effectively and positively within a team environment
- Good time-management skills
- Possesses knowledge and experience in the tenets of traditional marketing.
- Background in marketing and design to be able to speak into projects

Pay: Exempt Salaried position. Salary based on experience and qualifications.

Benefits: No commercial health insurance offered at this time. Free care at The Wellness Way Green Bay and supplements at cost. 1-week paid vacation (increased at 3 years). Paid holidays. Gym reimbursement. Available in-house massage therapy. Company outings and employee appreciation events.

Benefits upon eligibility: Retirement plan with employer matching.

Take a look at what we’re doing on our website, Facebook and Instagram pages, and YouTube channels. If you think that’s a good start, but also see a world of possibilities, submit a cover letter & resumé and tell us why you’re the Marketing Project Manager we’re looking for!