



Freelance Project Manager

WriterGirl is expanding our pool of freelance associates. Please apply if you're looking for rewarding work (from home) that includes flexibility and fun. You can bring — and enrich — your expertise by working with some of the most respected health systems and academic medical centers.

About Us:

WriterGirl is a woman-owned, 100% remote company fully dedicated to healthcare content since 2000. We create clear, actionable content for healthcare systems and academic medical centers across the country — and other businesses that serve and support healthcare. We build relationships one word at a time, and help our clients do the same. If you're looking for a culture that values being empowered, kind, curious and fun, come see what it's like to thrive at WriterGirl.

Responsibilities:

- Establish and nurture client relationships, providing solutions and identifying opportunities for growth.
- Communicate with client stakeholders, writers and project managers on ongoing basis.
- Establish clear project briefs, milestones and timelines, and communicate those with clients and project team.
- Establish project time budget and team member allocation.
- Communicate project requirements, deliverables, deadlines and payment to associates and secure talent for projects.
- Provide “time budgets” to Associates (except for flat rate projects) to help projects stay within budget, and work with Associates if our estimates are off base.
- Monitor both project staff time and billing, and client scope, anticipating or responding to changes in a timely manner.
- Collaborate with content director, editorial manager, other PMs and directors of creative operations to help determine ideal project staffing.
- Collaborate with content director and editorial manager to ensure assigned talent is trained on and follows client brand voice, tone and style. Identify associates who may benefit from being mentored by content director or editorial manager.
- Provide final edits/approval to ensure drafts are client ready.
- Identify risks to project completion or client relationship, problem solve to mitigate risks and communicate with your manager and/or business development as appropriate.
- Work with clients to identify opportunities to elevate or refine projects, and communicate other ways WriterGirl might partner with them.
- Track and report on project milestones and status to both internal and external stakeholders.
- Ensure final project documents are safely archived at project completion.
- Ensure project and client profitability remain on target.
- Develop tools and best practices for client/project management and execution.
- Other responsibilities as needed.



Qualifications:

- At least 5 years' experience writing or leading marketing content, digital content and/or content strategy, preferably in healthcare.
- Bachelor's degree in communication, marketing, journalism, business or a related field.
- Experience and discipline to work in a virtual environment.
- Strong project management skills.
- Strong team leadership, team building and organizational skills.
- Experience mentoring and coaching.
- Strong people management skills, including effectively managing a growing team.
- Meets deadlines on time, every time.
- Experience and discipline to work in a virtual environment.
- Healthcare experience preferred but not required.
- Based in the United States.

WriterGirl is an equal opportunity employer committed to an inclusive, harassment-free workplace. We look for people who meet the requirements of available positions regardless of race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information, or any other factors that are protected by federal, state or local law.