



Dear Job Seeker:

Thank you for your interest in BitWise Fellows. As a member of the Fellows team, you will collaborate with other high-school students who have a passion for entrepreneurship as you run a small business in the midst of a competitive business environment. Fellows students provide technology-based Web planning along with Web design and development services for small businesses, non-profit organizations, schools, churches, and community organizations. Fellows employees have the opportunity to develop their business skills as they interact with clients and other companies in real-world situations. BitWise Fellows is an opportunity for students to grow and advance their business knowledge as they begin their careers. BitWise Fellows employees are mentored by the professionals at BitWise Solutions who are in related positions.

**Position description:** The Project Manager is responsible for Production and Project Management. This position schedules and manages project deadlines in addition to leading production schedules. The Project Manager will oversee the project status as well as schedule the projects that are undertaken by BitWise Fellows. This high-responsibility position requires strong leadership and communication skills.

**Reports to:** This position reports to the President of BitWise Fellows.

**Status:** This is a part-time position.

**Core Responsibilities of this position:**

- Production and Project Management
- Work with clients to determine their specific needs, goals, and objectives
- Formulation of those needs into a Web-based strategy

- Commitment to meeting specific project deadlines and requirements

## **Task Description**

### **Production and Project Management**

- Management of project cycle from start to finish
- Creation of project status updates for clients and staff
- Management of project deadlines and client expectations
- Leadership of project team
- Daily communication/monitoring of project status and deadlines
- Creation and leadership of production schedules
- Establishment of project start dates for coordination with other staff members
- Organization, management, and attendance of project-related meetings
- Oversight of the kickoff, development, and completion of projects undertaken by the employees of BitWise Fellows.

### **Location**

This position is a part-time commitment based out of the BitWise Solutions office at 11460 N. Meridian, Carmel, IN. Office hours are held on Tuesdays and Thursdays (currently). During the school year, hours are from 4PM-7PM (currently). Summer hours are 1PM-5PM.

### **Compensation**

Employee will be paid on an hourly basis for working approximately 10-15 hours each week. Employee will receive payment bi-monthly on the 15<sup>th</sup> and end of each month. Employee will be eligible for bonuses throughout the year as well as scholarship opportunities.

### **Position requirements**

- Experience in position of interest (not necessary, but desired)
- Strong leadership skills, organizational strengths, and ability to effectively communicate with a wide range of individuals
- Passion to study entrepreneurship and participate in the running of a business

- Detail-oriented personality along with a strong work ethic and high level of motivation
- Desire to help run a business in the midst of a competitive business environment
- Ability to attract, interact with, and maintain clients

**Next steps**

If you are interested in this position and believe that you are capable of handling the responsibilities of this challenging job, please send your resume, in confidence, to:

[jobs@bitwisefellows.com](mailto:jobs@bitwisefellows.com)

For more information on BitWise Fellows, please see our Web site at: [www.bitwisefellows.com](http://www.bitwisefellows.com)