

Cricket Media, Inc.
Digital Project Manager (English/Mandarin fluent)
McLean, VA

About Cricket Media:

Cricket Media is a leading international children's media company that connect kids globally to great learning experiences. Cricket Media pairs award-winning digital and physical content with safe and secure collaboration tools to connect K-12 children around the world to enlightening learning experiences. This includes 11 award-winning children's media brands across a full spectrum of formats, languages, devices, and platforms. Cricket Media's flagship supplemental curriculum program, CricketTogether, is an evidence-based adult/child eMentoring program that promotes collaborative, authentic, and ambitious literacy and subject matter learning for grades 3-5. Cricket Media also hosts the world's largest community of K-12 classrooms enabling students and teachers to safely connect with like-minded learners and educators worldwide. Cricket Media puts the world in the hands of students and teachers by facilitating authentic and dynamic exchanges and collaborations with thousands of classrooms in almost 200 countries and territories. To learn more about our company, visit us at www.cricketmedia.com

About the Position:

Cricket Media is seeking a Digital Project Manager (PM), fluent in speaking and writing in English and Mandarin, to manage and drive the software development process, including an offshore development team based in China. The PM will work with design, development, operations, business owners, editorial teams, product owners, QA and external resources. The ideal PM is passionate about collecting and defining requirements, creating and managing schedules, developing detailed plans, assigning tasks, managing expectations, and having the ultimate responsibility to ensure projects are delivered "on time and in scope." The PM proactively assesses risks and works aggressively to remove roadblocks in the development process, pulling in appropriate internal and external resources as needed, while ensuring all stakeholders are continually updated as to a project's status. The PM also closely monitors resource utilization across the organization, looking for opportunities to continuously improve the throughput (velocity) of project delivery.

The position reports to the VP, International & Operations, and will be based in our McLean, VA office.

Key Responsibilities:

- Create, execute and track project plans; deliver projects on time and in budget
- Coordinate efforts between disciplines and across organizational boundaries; manage cross-team dependencies; work with various stakeholders to analyze, define and refine business requirements
- Manage projects across multiple locations, specifically USA-based product management and USA/China-based development and support
- Run recurring SCRUM meetings; anticipate roadblocks and proactively clear them
- Ensure project backlog is prioritized and always queued up for development
- Roll out new releases/products to both the QA and production environments; manage resources for live site incidents.
- Manage vendor relationships
- Provide clear visibility into status and progress of projects for all stakeholders
- Facilitate open communications; expose and proactively manage risks
- Provide estimates for scope, schedule, and resources, taking into account assumptions, risks, budgets and cost estimates
- Coach and guide the team in dealing with development methodology issues and foster a continuous improvement cycle

Qualifications and Requirements:

- Ability to drive a project to completion; understand projects at a deep level; be comfortable engaging with different skillsets to provide project management success.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.
- Group presentation skills; participates in meetings; writes clearly and informatively; effectively presents technical information to non-technical colleagues; experience with creating and maintaining reports/dashboard/visual display of information.
- Works within approved budget; develops and implements cost-saving measures; conserves organizational resources.
- Treats people with respect; keeps commitments; inspires trust; works with integrity and ethically; upholds organizational values.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Excellent oral and written communication skills.
- Fluent in speaking and writing in English and Mandarin.
- Motivated individual with proven ability to handle multiple projects simultaneously and prioritize deadlines.
- Proficiency with Microsoft Office products (including advanced skills with spreadsheet software such as Excel and presentation tools such as PowerPoint and Project).
- 1-3 years managing offshore development teams
- BS in Science or technical field preferred
- 3-5 years of software project management experience, 2+ years of proven experience in managing inside an Agile environment; working knowledge of project management software tools (Jira, Basecamp, MS Project, etc.); experience working across multiple projects and teams.
- Understanding of and familiarity with digital products, digital marketing, and open APIs; experience with detailed functional requirements, process flows, use case development, wireframing, user interface/experience design, project plans, web usability; experience with Information Architecture, HTML, CSS, Javascript.

Working at Cricket Media:

Cricket Media has a diverse workforce with individuals who are leaders in their fields committed to making a difference at the intersection of content, technology, and education. Our staff is universally committed by the desire to “do well and do good.” People who value these ideas, understand how to make them real at scale, and who thrive in a fast-paced environment will do well at Cricket Media.

Our culture values and encourages creativity, transparency, accountability, and integrity. Cricket Media is an equal opportunity employer and does not discriminate in employment. We also offer a full range of employment benefits for our regular full-time employees.

To apply: Send resume and please reference “**Digital Project Manager**” in the subject line. No phone calls, please.