

GREAT BELIEVER

Junior Project Manager

Brooklyn, NY

[Great Believer](#) is a design agency for nonprofits. We specialize in designing websites, logos and print materials – all tailored to the mission of each organization we serve. In the past year alone, we’ve teamed up with great nonprofits like [Make the Road New York](#), [The Writers Guild of America East](#) and [The New York Women’s Foundation](#).

We’re looking for a reliable, detail-oriented and good-natured Junior Project Manager to work at our [South Williamsburg HQ](#).

In this full-time position, you’ll help to manage a range of Great Believer projects and work directly with our clients.

Our ideal candidate can confidently say the following:

“I’m detail-oriented.”

- Though we’re a small team, we stay very busy. Your ability to stay meticulously organized and manage competing priorities will lead to meaningful results.

“I’m a fast learner.”

- Beginning on day one, you’ll become acutely aware of our process and ongoing projects. We’ll definitely put your brain to the test.

“I’m a strong communicator.”

- We emphasize clear communication with our team and our clients. Simply put: it’s the key to our success.

“I’m a great planner.”

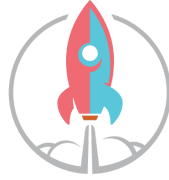
- Thoughtful planning is the key to managing our ongoing projects. You’ll create detailed schedules that ensure our clients meet their deadlines and our team stays on track.

“I’m passionate about nonprofits.”

- Great Believer exists to empower nonprofits. We’re looking for someone who’s motivated and inspired by mission-driven work.

“I value collaboration.”

- Teamwork makes the dream work. So whether you’re brainstorming process improvements or reviewing designs, you’ll work closely with different members of our team.



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“I like variety.”

- No two days at Great Believer are the same. Succeeding requires a willingness to tackle any task, large or small.

Qualifications:

- Undergraduate degree
- 0–2 years of professional experience
- Demonstrated interest in the nonprofit space

Benefits and company policy:

- The salary range for this position is \$40,000–\$45,000.
- All full-time employees are eligible for a flexible paid time off policy, subsidized benefits (medical, dental, vision, life and commuter) and a 401k program.
- Great Believer is an equal opportunity employer that celebrates inclusiveness. We invite all candidates to apply for this position.

If this is the opportunity you’ve been waiting for, email jobs@greatbeliever.us your resume and a customized cover letter that explains why you're the right fit for this position at Great Believer.