



Intermediate Project Manager – Social Media

Location

Dundas, Ontario

About the Company

Social Media Group is one of the world's largest and best-known agencies devoted exclusively to helping business navigate the world of Web 2.0.

It's a cool time to be us – we're breaking new ground every day and working with some of the largest and best-known names in both Canada and the U.S., helping them understand the power of social media and the benefits of transforming communications from dictation to dialogue.

Our relatively current client list is here: <http://socialmediagroup.ca/clients/>

SMG is located in a restored 1830's commercial building in Dundas, Ontario, which is approximately 45 minutes from downtown Toronto and well-connected by rail.

There's a reason we're located in this amazing (affordable, diverse, historic, creative, quiet, family-friendly, green and beautiful) community. Candidates contacted for interviews will have the opportunity to discover this for themselves – we only ask that you don't tell anyone else!

The Opportunity

SMG is looking to hire the **Best Intermediate Project Manager in the World**. We need someone to take ownership and manage some of our many projects from start to finish, leaving out not one detail and missing not one deadline (as well as holding the project team to the same standard). You will ideally be a skilled and experienced (4 years' plus) project manager or website producer with a marketing/communications/agency background and a passion for (and deep understanding of) the technologies and behaviours that drive the social media/online bus. This position reports to our Director of Project Management.

Because this is all so new, we're not really expecting to find someone who's formally worked in the social media space for a long period of time (let's be realistic). If you have a passion for and interest in all things Web 2.0, a great understanding of what's going on out there, kick-ass communications skills and would describe yourself as a 'perpetual student' – that's what we're after.

Here's what's in it for you:

- The opportunity to be a true social media pioneer – this is an amazing chance to be on the cutting edge of an exciting new space and make up the rules as you go along.
- SMG is growing, managing to snag some of the biggest companies in North America as clients. There will be tons of room for (personal, professional) growth in the years to come.
- We don't do banner ads. At SMG it's all social media, all the time; all of our projects are Web 2.0 driven.
- We're nice. Seriously. We've all worked with enough jerks to know we don't like 'em, and are committed to a workplace that thrives on respect.

Here's what we'd like to see in the successful applicant:

- Project Management excellence – you take control, you get things done on deadline, and everyone's happy, including the client AND your team. We're really not looking for a technical PM, but rather someone who can herd the cats and get projects in on time while keeping client objectives in mind and helping to ensure quality content.
- Leadership skills – you know the difference between leading and managing, and you are committed to treating people respectfully.
- Strategic thinker – we're a small company that offers tremendous room for growth. If you're a big thinker, this one's for you. There will be lots of opportunity to engage in strategic planning and process development as we continue to break new ground in the social media space.
- Communications skills – you need to be able to write well and explain stuff to people in a way that they will understand. Especially complicated stuff.
- A passionate team player – we want you to be REALLY into working with us and our clients.

Who Should Apply

- Interactive Project Managers
- Web-savvy marketers with team leadership experience
- Interactive Project Co-ordinators who think they're ready to make the leap

Sound like you? Please send your resume to:

Susan Correa, susan.correa@socialmediagroup.ca
Social Media Group
10 Ogilvie Street
Dundas, ON, L9H 2S2

Only candidates selected for interviews will be contacted. Thanks!