Project Manager

Hourly - Est. Time: part-time - 20+ hrs/

Job Description

We need help to manage the details of the projects and to coordinate the launch and ongoing development of multiple websites. The candidate should be US-based and a fluent English speaker (Spanish a plus) with experience building and managing consumer-facing web properties and be comfortable with managing an offshore development team.

- Part-time product/project management (ideal for stay-at-home mom or evening hours) for various web projects

- Implement high-level concepts into detailed requirements, track deliverables, and manage interaction between me and the outsourced development team.

- QA and launch of new sites and directing outsourced team in ongoing maintenance, bug fixing

- Ideally, technical knowledge of HTML and basic system administration

- Manage advertising and affiliate marketing links

Skills Required:

Project Management
Knowledge of HTML, PHP and any form of web development
Written and Oral Communication