

Junior Project Manager

Birmingham, Alabama

Onsite

Contract

\$24/hr - \$31/hr

Join an expanding PMO in Birmingham, AL as an onsite Junior Project Manager. Ideal candidates have prior experience managing project schedules and have completed formal project management training. In this developmental role, you will gain exposure to all aspects of project, program, and portfolio management, providing operational, administrative, and coordination support to the PMO.

This position is perfect for candidates looking to grow into project, program, or portfolio management roles. Expect to take on a variety of responsibilities as you contribute to the success and maturity of the PMO.

Contract Duration: 8 months

Required Skills & Experience

- Formal PM training including previous PM responsibilities
- Bachelor's degree
- 2 - 5 years of experience in Project Management
- Strong organizational, communication, and analytical skills
- Proficiency with Microsoft 365 tools

Desired Skills & Experience

- Exposure to PPM tools
- Exposure to portfolio or enterprise PMO environments
- Exposure to Power BI for reporting and analytics
- Desire to obtain Project management certification or progress toward certification

What You Will Be Doing

- Provide administrative support including scheduling, agendas, meeting minutes, and action tracking
- Maintain PMO standards, templates, documentation, and governance artifacts
- Support portfolio intake, reviews, and steering committee activities
- Assist with PMO communications and reporting cadence
- Assist the PMO administrator with OnePlan duties as needed.
- Maintain accurate project, program, portfolio, and resource data
- Support user onboarding, access, and training
- Generate reports and dashboards to support leadership decision-making

Program & Project Coordination

- Support project and program managers with planning and reporting
- Track risks, issues, dependencies, and milestones

Junior Project Manager

- Coordinate cross-project activities and resource needs
- Assist with demand management and portfolio visibility

Professional Development

- Participate in PMO training, mentorship, and Community of Practice activities
- Develop project management competencies across Agile, Waterfall, and Hybrid methods
- Support or manage low-risk initiatives under PMO supervision