

# Young Nonprofit Professionals Network of Grand Rapids

<https://ynpngr.org/job/communications-project-supervisor/>

## Communications Project Supervisor, Williams Group

### Description

Are you passionate about communication? Do you care about community? Are you collaborative by nature? If so, you might find a home at Williams Group.

For more than 40 years, Wg has provided a full range of strategic communications services—including planning, design, writing and program management—to our clients in the philanthropic and corporate sectors. We believe that understanding why is fundamental to figuring out what and how, and we enjoy helping our clients connect with the people they care about most.

Williams Group is currently seeking a standout project supervisor to serve as a primary conduit between client objectives, communications strategy and on-the-ground implementation for a range of projects.

This is a full-time position located in downtown Grand Rapids, Michigan, though associates have the option to work from home.

### Responsibilities

As a project supervisor, you'll support a variety of communications projects, ranging from discrete deliverables (reports, microsites, etc.) to complex campaigns. As each client request comes in, you will help determine the needs of the project, identify the most appropriate approach and resources to fill those needs, and partner with others to complete each project in accordance with client objectives and Wg quality standards.

### Your primary responsibilities will include:

- Participating in project discovery to determine client goals and objectives
- Collaboratively identifying potential strategies and creating implementation plans, schedules and budgets
- Partnering with writers, designers and developers to fulfill project needs
- Participating in the execution of communication tactics (e.g., drafting content, populating webpages, staging newsletters, etc.)
- Maintaining strong client communication throughout each stage of the project
- Ensuring all projects are completed on time, on budget and with quality
- Participating in and contributing to an inclusive environment
- Supporting internal Wg strategies and initiatives as needed
- Working extended hours on occasion

### Qualifications

Four or more years of related experience, preferably in a client services or agency environment. Familiarity with digital platforms and practices a plus.

### Contacts

Qualified candidates are invited to submit a resume and cover letter to Martha

**Hiring organization**  
Williams Group

**Employment Type**  
Full-time

**Job Location**  
Grand Rapids

**Base Salary**  
\$ 60,000 - \$ 80,000

**Date posted**  
June 13, 2022

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