

POSITION DESCRIPTION

Projects Manager for Project Veritas CEO

SUMMARY

The role of Projects Manager to the Project Veritas CEO is ideal for someone with the ability to manage multiple projects, simultaneously, in a very fast-paced and dynamic environment. A can-do and problem-solving attitude is required along with the ability to enjoy being 'on-call' for the CEO, and to speak with his voice and work under his direction. This is an extraordinary learning opportunity for the right, committed individual.

THE VERITAS MISSION

The Project Veritas mission is to investigate and expose fraud, corruption, dishonesty, self-dealing, waste, fraud, and other misconduct in both public and private institutions such that it creates a wave of critical mass to compel total reform. In short, we are a catalyst for a more just, ethical and transparent society. We are currently creating our future as a movement of empowered citizens, insiders and informants providing powerful story components upon which Veritas can act with its very special arsenal of undercover journalists. The Veritas movement is the answer to the question, "What can I do?" Our mantra is **Be Brave. Do Something**. Our expectation is that this describes you.

PERFORMANCE REQUIREMENTS

Support prioritization and the execution of major and minor projects across a wide diversity of issues and challenges while monitoring daily progress. Maintain effective working relationships to ensure teamwork in achieving corporate goals.

SKILLS AND ATTRIBUTES

- Strong, genuine affinity for our mission, vision and values.
- Ability to learn quickly and work proactively with minimal direction.
- Attention to detail and accuracy that ensures error-free work.
- Excellent interpersonal skills including the ability to develop and sustain relationships at all levels of the organization.
- Ability to work well under pressure and adapt to changing circumstances.
- A willingness and ability to work very full days and to be available from time-to-time in the evenings and on weekends.

EXPERIENCE

A college degree in Communications, Business, Marketing, or a related field. Project management education/experience is a plus, but not a requirement. Experience working with executive corporate or political leadership.