



Job Description
PROJECT MANAGER INTERN
PANAMA

3 to 6 months / 20-25 hours a week

The business development intern will help the business development associate and management team to grow the business and create new opportunities and clients

The ideal candidate will always represent FuturED and its ethos and professional mission.

"FuturED is an international educational organization founded to contribute to the achievement of the United Nations Sustainable Development Goals. In addition, we support the UN Global Compact and the SME Climate Hub. Proudly born in Monaco. Made with passion and conviction in the United Kingdom.

FuturED is an online learning platform producing and curating academic content in Spanish and English in a 360 model. We motivate people, organizations and their communities to become the best version of themselves."

Direct Reports: This candidate will report to team project leader or management team

Job Description

- Follow a standard process, as defined by a professional project management organization
- initiate the project - check feasibility and work out budgets, teams and resources
- Carry out planning - this will include setting goals and objectives, defining roles and producing schedules and timelines for tasks - in accordance with the needs of your client.
- Select, lead and motivate your project team from both internal and external stakeholders
- Manage the project - which includes coordinating the project team to keep them on track and keeping the project on budget
- Carry out monitoring and control activities in order to track the progress of the project
- Identify and manage risks to ensure delivery is on time
- Implement any necessary changes throughout the process
- Report regularly to management and the client
- Close the project - including evaluating successes and challenges to enhance learning for your next project

Person Specification

- All candidates must be current students at a recognized Panamanian university
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to produce full reports in English and Spanish
- Knowledge of Gantt or other project management tools and programmes

Desired: Ability to read, understand and speak French (intermediate level)