Program Manager / Web Developer

**General Description:** The role of Program Manager is critical to the CODAworx organization, working closely with the web engineering team and the marketing team to ensure the timely delivery of projects. The Program Manager will focus on establishing project scope; working with developers to define solutions; leading team members and reporting progress to the organization.

**Job Responsibilities:** The ideal candidate will have demonstrated experience in a program or project management capacity in a multi-disciplinary environment and have web development skills (PHP/MySQL, HTML5, CSS3, jQuery). This position will report to the Director of IT.

As with any start-up, any employee should jump at the chance to serve any function to better serve the success of the business.

**Key program management responsibilities are to:**

- Establish Web project scope by understanding strategic business drivers; discovering and validating business and technical requirements and parameters; obtaining input from stakeholders; examining and recommending changes to current business practices; developing and writing requirement documents.
- Ensure timely delivery of products and features by developing and following project management processes.
- Work closely with cross-functional teams, including the executive team, web engineering, marketing, PR, and customer service.
- Lead the process to help key stakeholders understand dependencies and trade-offs throughout the web development process.
- Ensure informed decisions and governance by bringing together stakeholders and providing a unified understanding of project status and risk factors.
- Assist in aligning the right resources to the right projects at the right time, ensuring individual resources are deployed optimally and requirements are clearly understood.
- Coordinate launch plans with engineering.
- Establish and extend best practices by continuously iterating on project management processes resulting in improved efficiencies as the department matures.

**Key web developments responsibilities:**

- Work closely with team to develop new applications for the website. Research, assess and integrate current technologies, frameworks, and practices as appropriate.
Skills/Competencies:

- Excellent communication and organizational skills
- Must have 5+ years program management and web development experience with expert knowledge of Javascript, Javascript frameworks like Backbone.js and the modern web stack (HTML/CSS)
- Experience developing rich applications with HTML/CSS (SASS, LESS)/JS
- Familiarity with Object-Oriented PHP programming and patterns
- Dedication to testing, code review, and other quality-oriented practices. Experience with automated testing including watir is a plus.
- Comfort in building key relationships across the company to ensure smooth integration of new processes and programs
- Must be comfortable leading informally across the organization to challenge the status quo and develop better ways to enhance the customer experience
- Smart, analytical, creative, driven – “Gets it” and is able to deliver results quickly
- Demonstrated success in working with and influencing cross-functional teams and working collaboratively with stakeholders, even in remote offices
- Must be flexible and adaptable to changing demands based upon the needs of the business
- Ability to work in a fast-paced environment with an entrepreneurial approach and drive for continuous improvement

To apply, send a resume and cover letter to Max Puchalsky, Office Manager, at max@codaworx.com

About CODAworx
CODAworx is a global online community that showcases and celebrates design projects featuring commissioned artwork in interior and architectural spaces. Designed for use by artists, design professionals, and industry resources, CODAworx provides members with a platform to showcase their design + art projects, connect and collaborate with other members of the creative community, and earn recognition for these collaborations. Visit codaworx.com.