



EnvolveMEDIA is expanding our team. EnvolveMEDIA is an eLearning & Collaboration consulting company. We believe that for organizations to succeed in the next decade they must create a collaboration-aware enterprise that leverages a new work paradigm. This “new normal” embraces eLearning, social media and collaboration technologies to create a blended, synchronous and asynchronous interaction—the connected-state.

Position: Project and Administration Manager for Adobe Connect

What You'll Be Doing:

This position is the lead technical administration support for an Adobe Connect community. This will involve managing technical resolution of incident reports as a liaison between the community and customer IT organization, Adobe Support and other resources.

Responsibilities include training and consulting with Adobe Connect end users, managing elearning content, facilitate Connect Seminar rooms and Event services.

You will develop and execute a community outreach program including a self-service library, webinars, newsletters and other user forums.

You will provide program management services for the effort including monthly usage and incident reporting and the development and maintenance of various project plans and schedules.

What's Required:

- 100% Can Do Attitude
- The ability to say “I don't know, but I'll figure it out”
- Excellent written and oral communication skills
- College Degree
- This position is full-time, on-site at a government facility in Washington DC
- PMP Certification
- Adobe Connect Certification
- US Citizen
- 5+ years corporate experience
- Adaptability

Key Skills:

- Adobe Connect
- Project Management
- Development of a user community
- Ability to manage multiple tasks, projects and priorities
- Attention to detail and the ability to communicate plans, strategy and status to customer executive staff

INTERESTED? WHAT'S NEXT?

Address your submission to careers@envolvemedia.com include your resume and a work sample. Please put EM-20140410 in the Subject line.