

Job description

PROJECT DRIVER

DO YOU HAVE WHAT IT TAKES?

2nd Spark is a collective of strategic and creative individuals who are on a singular mission to progress healthcare into the future of customer engagement.

We're on the hunt for exceptional people who are looking to create more meaningful experiences in the work they do. Do you thrive in a fast-paced, mission driven, entrepreneurial environment? If so, 2nd Spark is a unique agency with a unique opportunity for you. Each member of our team shares a common set of core values that guide everything we do:



OPTIMISM

Highly contagious, "can do" attitude amongst all obstacles



VISION

An eye on what's possible, what's next and what's right for the business



BRILLIANCE

High expectations and kickass work



JOY

Memorable experiences that wow and delight



AGILITY

Speed and efficiency

YOUR CAREER AT 2ND SPARK

As a Project Driver at 2nd Spark, you'll manage a specific set of projects with direct responsibility of delivering exceptional work that fuels our day-to-day business.

Your success in this role lies in your ability to master the multiple needs of a project, which are oftentimes fast-paced and complex. The work we take on at 2nd Spark requires both strategic and creative brainpower. We utilize our internal resources as well as our network of freelancers and partners to address the specific requirements of a job. It will be your responsibility to establish a plan that gets the work done in both an efficient and effective manner. You will drive a project from start to finish with confidence. This requires you to be organized, progressive and constantly thinking about how you make daily interactions with the team and customer outstanding. Specific responsibilities include:

FACILITATE TEAM COLLABORATION AND COMMUNICATION

- Organize and run internal sessions such as: kickoff, brainstorm and collaboration meetings

LEAD THE CREATION OF KICKASSWORK AND DRIVE PROJECT DELIVERABLES

- Partner with business driver to craft vision for the work product
- Lead the development of deliverables such as: frameworks, output reports, briefs, etc.
- Organize and address project inputs/feedback/change of direction

FOSTER POSITIVE CUSTOMER RELATIONSHIPS THROUGH STELLAR PROJECT DELIVERY

- Facilitate day-to-day project communications with the customer – make us look good
- Run weekly progress meetings with customer and partner with business driver to solve customer challenges related to the project
- Identify opportunities for upsell – partner with business driver to present new ideas to customer

NINJA SKILLS REQUIRED



You are a **self-starter who can work independently** with strong organizational skills and the ability to multitask, prioritize and switch gears “regularly” while working at a fast pace.

You’re a people person with strong verbal and written communication skills. More specifically, you speak and act with **enthusiasm, charisma, and confidence**.

You are a **problem solver and decision maker**. You assess a problem and come to the table with a logical presentation of solutions and next steps.



Time management and the ability to meet deadlines is your superpower. You help yourself and others navigate the pressures and requests so we can all stay on track.

You **don’t mind getting your hands dirty** to support the needs of the team, even if it isn’t outlined in this job description.



You’re **highly flexible and collaborative**. You’re willing to learn new things quickly within the structure of an independent agency.

You have a **sense of humor** and take your work (but not yourself) seriously!

WHAT'S IN IT FOR YOU?

Love coming to work everyday.

Sounds cliché, doesn't it? Well part of our mission is to work with people we like and respect, and we stick by that. The 2nd Spark squad is smart, collaborative, and fun. We love working together, the work that we do, and the workplace we've created.

Enjoy our unique benefits package!

In addition to salary and health benefits, we have a profit sharing program. We encourage time off and do not track PTO days. We have a work hard, play hard mentality. We treat ourselves to an annual special company retreat called the "Dream Team Tour". AND we have a one-of-a-kind office space including a rooftop deck.

Be on the forefront of something new and innovative.

We've created a unique set of products and offerings that are changing how the healthcare industry approaches customer engagement.

Help grow and shape a growing company.

Everyone has a voice at 2nd Spark. We believe ideas can come from anywhere and anyone. You will be part of shaping the future of the company and making it a reality.

Work schedule flexibility.

Do you have hobbies, or just dream of beating the evening rush? Well we do too, so we've created an environment where we work efficiently so we can enjoy life.

READY TO JOIN THE TEAM?

What are you waiting for? Apply today!

Please create a video (no more than 30 seconds) briefly introducing yourself and why you think you'll be a great fit for the position. **E-mail video along with your resume to lreizel@2ndspark.com.**

Note: This is an on-site role in Ambler, PA with hybrid work flexibility (in-office 3x a week).