

WIC Project Manager

CDP, Inc. is a premier provider of data management systems and services for the public health community including the Special Supplement Program for Women, Infant, and Children (WIC). CDP, Inc. is seeking a motivated and experienced Project Manager to oversee a software implementation project for a WIC management information system. A CDP Project Manager is responsible for the direction, coordination, implementation, execution, control, and completion of specific projects ensuring consistency with company strategy, commitments and goals. This position reports to the Vice President of Managed Systems but will also work closely with CDP's Project Management Office (PMO).

Responsibilities:

- Facilitate and lead meetings with Client including meeting agendas and minutes
- Be primary point of contact and responsible for client relationship management
- Monitor and ensure on-time delivery for project deliverables include status reports and software deliverables
- Support and contribute to CDP's project management methodology
- Create and implement tools and processes to support CDP's project management efforts
- Analyze and recommend improvements in CDP's business processes
- Work in collaboration with software development teams and technical staff, as well as interface with clients
- Provide support in troubleshooting system issues as needed based on specific project requirements
- Participate in or lead proposal development efforts

Minimum Qualifications:

- Project Management Professional (PMP) certification in good standing or actively working towards PMP.
- Bachelor's degree or equivalent work experience in business administration, project management, computer science or a related field
- Excellent communication skills the ability to lead and facilitate meetings and effectively communicate to clients and project stakeholders
- Experience and understanding of the Women, Infants & Children program (WIC)
- 5+ years of experience being a liaison between business units and technical teams or customers and technical teams
- Demonstrated leadership skills, with experience managing and motivating cross-functional teams

Preferred Requirements

- 7 years working in Software Development Lifecycle and Agile methodologies.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](http://www.cdpehs.com).

About Our Culture

At our core, we value our relationships, both internally and externally. This means we respect everyone's contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. *When everyone feels empowered, everyone succeeds.*

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran's status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.