

Product Manager

THE OPPORTUNITY:

[Alma](#), a Portland-based education technology start-up, is looking for a Product Manager who will proactively carry out any tasks that will make our product the best tool for educators.

We are looking for people who are passionate about education and technology. We are interested in people who have experience working in schools and understand the burden educators feel day to day; people who are flexible and comfortable working with an entrepreneurial team; people who are proactive problem solvers.

SUMMARY OF RESPONSIBILITIES:

- Assimilate information, such as feedback from current and potential customers, quantitative data from customer usage, market statistics, to define the product roadmap
- Manage the whole product life cycle and facilitate inter-departmental communication to execute the company vision
- Conduct market and user experience research in order to define useful and compelling products
- Write product specifications for the development team
- Manage the scope of various projects
- Make decisions on product business rules

REQUIRED SKILLS:

- Motivated, energetic self-starter with strong problem solving skills
- Ability to organize and manage multiple projects in a fast-paced work environment
- Ability to work independently and as part of a team
- Attention to detail and strong communication skills
- Strong writing capabilities:
 - ◆ Ability to break down product requirements into logical groups.
 - ◆ Ability to write clearly and concisely with grammatical consistency in order to properly communicate specifications
- Ability to channel multiple points-of-view to make strategic decisions
- Basic technical knowledge in order to properly convey product requirements to engineer and flag potential technical risks in projects
- Ability to use Google Docs and learn other word processing and project management tools
- Background in K-12 education, especially with data management and/or in other administrative positions
- Background with project management tools

Above all, willing to learn any of the skills and abilities on this list.

Submit resumes and cover letter to: careers@getalma.com