

Project Manager Intern

Role Overview: You are the "Conductor" of the orchestra. You manage the production pipeline and ensure that our various departments work in perfect harmony to launch new books on time.

Key Responsibilities:

- **Pipeline Management:** Track and manage the lifecycle of every book through four stages: Text Audit → Voice Recording → Audio Engineering → Final QA.
- **Cross-Functional Coordination:** Manage handoffs between Literacy Specialists and the Audio Engineer to ensure no book gets "stuck" in the system.
- **Deadline Enforcement:** Monitor weekly quotas and maintain the master content schedule in our project management tools.
- **Operational QA:** Perform the final check to ensure the Text Audit was signed off and the Guiding Questions are correctly uploaded.

The Learning Path:

- **Agile Methodology:** Practical experience in managing content "sprints" and production loops.
- **Stakeholder Management:** Learning to lead and motivate a team of creative and technical peers.
- **Product Operations:** Understanding the backend logistics of running a digital content platform.

What We're Looking For:

- **The Skills:** Exceptional organizational skills, a "Type A" personality, and proficiency in tools like Trello, Notion, or Asana.
- **The Portfolio:** Examples of projects you've led or systems you've organized (academic or professional).
- **The Background:** Current students in Business, Project Management, or Operations.

How to Apply:

Please send your **CV, a short cover letter, and related portfolio** to careers@lestoribooks.org

In your letter, please tell us why this role excites you, what you hope to learn, and share an example of a time you mastered something new and put it to work.

At Lestori Books, we believe in doing well while doing good. Join us on our journey.