

# Hiring: Project Manager

**Company:** Gumball Poodle

**Reports to:** Erica Easley, CEO

**Status:** PART-TIME, CONTRACT WORKER

**Location:** Remote

**Application Deadline:** Wednesday, January 26, at 5pm CST

## Position Overview

***Are you pop-culture informed and have mad project-management skills?***

***Do you love working with a variety of personalities driven to bring more fun into the world?***

***Are you a professional project manager looking for an alternative to corporate?***

Then the team at Gumball Poodle needs you!

Erica Easley of Gumball Poodle is seeking an organized and driven Project Manager to help her take this unique and edgy boutique sock brand to the next level. Systems have been built, and she's looking for someone to step in and take over managing each step of the process. You are the ideal candidate if you love managing projects and getting things done.

Gumball Poodle is a boutique sock brand that stands out for being snarky, colorful AND high quality. We are looking for someone smart, willing, and eager to learn. Using your powers of organization and aptitude for details, your job will be to coordinate projects, schedules, track progress and report project results. You are an ideal fit if you are very well versed in using Airtable... we've built the systems, you get to plug and play!

A day in the life as our Project Manager is fast-paced, focused, and fun! You'll start your day by reviewing the team's tasks in Airtable. Making sure everyone has what they need, has the correct due dates and priorities on their tasks (and update if need be). Then review our top projects to make sure everything is running on time and smoothly. You'll attend a good amount of meetings, taking notes of agreements made and action steps to take, then task them out for the team after each meeting. You'll work closely with the Head Poodle in Charge (CEO Erica) and work as the liaison for the team. You will be multitasking all day long, so you must be organized and have superb attention to detail.

This recruiting project is powered by



You are perfect for this role if you love systems and efficiency. You're exceptionally good at breaking big projects down into the essential steps and knowing the best order to take action on them. When things need to be done, you roll up your sleeves and do it - with a smile.

You have a high drive for results, you're a problem solver with an optimistic can-do attitude, and with you nothing is impossible. If this kind of work excites you, and you are ready to bring your youthful energy that's quirky, adventurous, and filled with fun, you're a great fit for this Project Manager role!

*NOTE: Only candidates in the United States will be considered for this role.*

### **Offer Details**

This is a part-time, contractor position for 15-20 hours per week.

Pay is between \$40 and \$55/hour (based on experience).

### **Responsibilities (tasks associated with the role)**

- Own all aspects and tighten-up project management flow in Airtable
- Ensure all tasks are assigned and completed on time, every time
- Liaison between other team members and Head Poodle in Charge (Erica)
- Supervise and manage new product launches from start to finish
- Assist in transition to a new order-management platform
- Review every team member's tasks daily, making sure due dates and priorities are correct
- Update Erica regularly on the status of each project
- Work with team to gather data for launch-related debriefs to analyze what worked and didn't work with launch-related projects so that improvements can be made in the future
- Regularly analyze business systems and processes to ensure they run smoothly and implement changes as needed
- Ensure thorough communication throughout the organization

### **Requirements (expected proficiencies to excel in this role)**

*This position is for a person who is:*

- Tech-savvy
- Pop-culture informed

This recruiting project is powered by



- Very comfortable with Airtable... dare we say expert
- Excellent with follow-through... a last-mile finisher
- A skilled project manager with OBM (or similar) experience
- Organized and flexible
- Fun-loving and has an excellent sense of humor
- Enthusiastic about the work we do
- Proactive and takes initiative
- Professional, yet ready for a non-typical work environment
- An expert communicator

*Additional requirements:*

- Available to communicate between 10 am - 2 pm PST
- Available Thursdays at 11 am PST for a weekly team meeting
- Access to a computer
- Reliable internet connection
- Reliable and distraction-free work environment
- Bonus points if you got into project management through a non-linear path

*This position is NOT for someone who:*

- Is unorganized
- Is overly sensitive and easily offended
- Does not take role ownership
- Is looking to build their own eCommerce company
- Is uncomfortable working with strong personalities

### **Software Utilized by Company**

Airtable, Slack, Drive, Shopify, Klaviyo, Adobe Creative Suite

### **Current Team Members**

CEO, Systems Designer, Relationships Manager, Customer Service Lead, Copywriter, Graphic Designer

This recruiting project is powered by



## **About Erica Easley and Gumball Poodle**

Erica Easley is the founder, designer and CEO of Gumball Poodle, a novelty accessories line sold internationally, primarily through B2B relationships. Her brand has been featured in media outlets such as Late Night with Stephen Colbert, The Rachel Maddow Show, Live! With Kelly and Michael, The View, Wired, The Huffington Post, US Weekly and many more. Celebrities fans of Gumball Poodle include Beyonce, Madonna, Spike Lee, Snoop Dogg, and Lena Dunham.

Easley bootstrapped Gumball Poodle from a \$2,400 investment run out of her apartment to a seven-figure lifestyle brand based in Los Angeles. The DIY ethos she used to build the business extends to PR and marketing; she has never retained firms or consultants for exposure and advocates for all small businesses to rely on their creativity, not bank accounts, for press.

Prior to starting Gumball Poodle, Easley was a buyer for one of the largest vintage clothing stores in the USA, The Red Light, in Portland, OR, and co-authored the world's first book about vintage rock T-shirts, *Rock Tease* (Abrams Image, 2006). She received her B.A. in English from Columbia University.

You can learn more about the company [\*\*HERE\*\*](#)

*The cultural pillars of the company include:*

- We are sharp and independent
- We pursue interests outside of work
- We place a premium on individuality and inclusivity. Everyone is welcome at our lunch table!
- We are supportive of each other
- We enjoy active lifestyles
- We live and breathe pop-culture
- We have a good sense of humor and embrace snarkiness as a brand

-----  
To apply, please fill out an application at: <https://hiring.integrateup.co/>

*To better allow you to display your skills and to help us determine the best candidates, our recruiting process is approximately four to five weeks and takes place in four rounds:*

- *Initial Application*
- *Skills Application*
- *Live interview with our recruiting agency*
- *Final interview with CEO or manager*

*If selected, you will be invited by email to progress to the next round.*

This recruiting project is powered by

