



## Englewood Quality of Life Project Manager Position

Position number: 2019-May-EQLPMGR

**Job Summary:** The position of Project Manager for the Englewood Quality of Life Plan (QLP) involves working with residents and community stakeholders in the Greater Englewood community and throughout Chicago. Project Manager will work collaboratively to plan and implement projects that will have a positive impact in the neighborhood based in the strategies of the Englewood Quality of Life Plan. This position requires an independent thinker with knowledge of project management, evaluation, planning, grant writing, and leadership development.

**Requirements:** Bachelor's degree in Urban Planning, Social Sciences, Social Work or a related field. Five years' experience with planning, project management, and/or community organizing. Candidate must have experience in grant writing, leadership development, and project management.

### Qualifications include:

- Developing and Tracking Budgets
- Leadership Development
- Staff Management
- Project Management
- Process Improvement
- Community Planning
- Performance Management
- Social media and marketing
- Strong Verbal Communication
- Grant writing
- Data base management
- Proficient in Microsoft Word

### The Project Manager should demonstrate competence in the following:

- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the EQLP.
- *Lead:* Positively influence others to achieve results that are in the best interest of the EQLP. Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the EQLP and organization.
- *Facilitate:* Help lead meetings by supporting leaders in the EQLP in managing effective meetings and events that optimize community engagement and are productive in.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the plan forward, set goals, create and implement action plans, and evaluate the process and results.



**Essential Duties and Responsibilities:**

- Determine and gather resources (time, money, equipment, etc) required to complete EQLP projects, this includes fundraising and grant writing.
- Support in monitoring objectives and measures for EQLP projects and initiatives in collaboration with EQLP stakeholders.
- Assist in the definition of project scope and objectives for the EQLP, involving all relevant stakeholders and ensuring technical feasibility.
- Manage project staff and/or QLP task force members according to the established policies and practices of the organization and EQLP.
- Document project activities for the EQLP projects with the appropriate tools and techniques.
- Ensure that all project information is appropriately documented and secured.
- Track the progress of strategy implementation for the EQLP's projects to ensure the successful completion. Specifically, to analyze the successful completion of short, mid, and long-term goals
- Communication and update stakeholders on the progress of the EQLP, this includes organizing the community meetings around EQLP and reports to funders.
- The role is responsible for marketing of the EQLP in the community and beyond.
- Monitor all EQLP budgeted project expenditures and prepare financial reports and supporting documentation.
- Ensure EQLP deliverables are on time, within budget and meet all relevant deliverables.
- Support with managing EQLP partnership relationships and funders.
- Support with Englewood groups capacity in their roles in EQLP and EQLP leader's capacity in leading and supporting EQLP implementation.
- Other duties as required

**This position reports to the Director of Programs.**

**To Apply:** Please email [employment@teamworkenglewood.org](mailto:employment@teamworkenglewood.org) Include cover letter, resume and sample of previous project proposal /summary report authored by the applicant. Please put your name and the position number in the email subject line. No Phone Calls Please.

**Category:** Full-Time Exempt Salaried with Benefits

**Schedule:** Office hours of operation are 9am-5pm Monday-Friday. Due to the nature of this position there are mandatory evenings and weekends required.