

Job Announcement

Every Child Project Manager

Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

The position detailed below primarily supports Every Child (www.everychildoregon.org). As context, Every Child Oregon is a statewide initiative focused on providing tangible and systemic supports for those impacted by foster care.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

**If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.*

Position Summary:

The Every Child Project Manager will be responsible for planning, organizing, and directing the completion of all projects for Every Child Oregon while ensuring these projects are on time, on budget, and align with Every Child's mission.

Sample projects include: Grant reports, events, campaigns, donor relations, onboarding new local Every Child affiliates, as well as developing internal and external materials for statewide and local affiliate use.

Over the course of a project, the Project Manager will work closely with members of the Every Child Oregon team as well as members of the Productivity Zone and external stakeholders. They will seek consensus, document process, ensure timely deliverables are met, synthesize feedback, proactively gather insights from impacted constituents and monitor the progress of the project to keep it on schedule.

The Project Manager for Every Child will report to the Senior Directors of Every Child Oregon, Marcus Gillette and Shelly Winterberg.

Duties & Responsibilities:

- Assisting in the definition of project scope and objectives by working with relevant stakeholders (Every Child field staff, Marketing team, Operations and Technology department, external partners, etc.), identifying clear deadline as well as key players' roles and responsibilities, and ensuring project feasibility.
- Anticipating the need to bring in external key players at the onset of a project to inform strategy

- Creating long- and short-term plans, including setting targets for key project milestones and ensuring projects meet stated project objectives and the overall mission of Every Child Oregon. Then monitoring these milestones and project progress.
- Utilizing Asana project management software to create projects and deadlines, track progress, assign tasks, and streamline communication throughout the life cycle of projects
- Making effective decisions when presented with multiple options for how to progress with the project and managing any changes to project scope/direction in a timely manner, communicating any changes in scope to project stakeholders.
- Managing communication and coordination among all project stakeholders (e.g. staff, funders, vendors, etc.) to ensure projects are completed on time and meet the Every Child's mission/goals.
- Liaising and managing projects between Every Child field staff, The Contingent's Marketing team and external marketing agency, ensuring clear communication and timely delivery of content and deliverables throughout each project's life cycle
- Serving as a point of contact for all project stakeholders to ensure effective communications and keep everyone in sync on project milestones and objectives. Ensuring staff members assigned to the project have the resources and skill set necessary to complete their tasks.
- Performing quality control on the project throughout development and building in effective mechanisms to measure project impact.
- Creating/Maintaining project documentation as needed.
- Adjusting schedules and targets on the project as needs change.
- Ensuring timely, on budget completion of projects.

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation and respect
- Effective project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally
- A willingness to be "hands-on" and work in a lean, fast-paced organization with limited administrative support
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Experience in project management software, preferred
- Bachelor's Degree in appropriate field of study or equivalent work experience

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Know Me Now, Emerging Leaders, and Survival Is Not Enough (SINE)
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families

- Deep commitment to serving vulnerable kids and families and those in government who work with them
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Adaptable to changing situations and processes
- Legally eligible to work in the United States

Employment Terms, Accountability, and Compensation:

- Full-time position
- Competitive salary, commensurate with prior experience
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children and families impacted by foster care
- Flexible work environment
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal and parental leave; flexible work environment

Anticipated Start Date:

December 15, 2021

Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to hire@thecontingent.org.

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.