

Job Announcement

Thriving Families Project Manager, Temporary Position

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 communities 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 – and soon, the four corners of our country. 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 supports The Contingent's initiatives, including Every Child Oregon (www.everychildoregon.org), Emerging Leaders (www.emergingleaderspdx.org), and SINE (www.sine.org).

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

Opportunity Summary:

The Thriving Families Project Manager will coordinate Phase I and Phase II of the *Thriving Families* project, helping to create interventions in Douglas and Klamath counties and NE Portland that will help to reduce the number of kids entering foster care and focus on community engagement around family preservation.

Personifying our organizational DNA, this role will demonstrate radical hospitality and excellence with stakeholders across multiple systems and with different intersections to the project. Working closely with the Executive Director of Strategic Growth, the Project Manager will coordinate meetings, lead communication, and provide support for consultants in the day-to-day community work.

The *Thriving Families* effort has four primary phases, which will be rolled out over the next three years:

1. Earn Trust: May 2022—March 2023
2. Build Pilot: February—June 2023
3. Launch Pilot: July 2023-February 2025
4. Evaluate: December 2024-February 2025

The ideal candidate for this role is organized, assertive, timely, creative in problem-solving, and passionate about using their project management skills to care well for children and families.

This role is a part-time, temporary position during Phase I and II with the possibility for extension depending on the needs of the project.

Duties & Responsibilities:

This role will include the following primary duties and responsibilities, along with others as needed or assigned:

Project Management and Coordination: This role will build out a project calendar and manage the weekly activities to accomplish goals. Working with the Executive Director of Strategic Growth and consultants for the effort, this leader will:

- Lead event/meeting logistics
- Coordinate logistics with the CX, technology, data and evaluation, and marketing and communication teams
- Coordinate with contractors, stakeholders, and partners as they emerge in each region to meet objectives for each phase
- Prepare for advisory council meetings, equipping Executive Director of Mobilizing of Community
- Lead reporting process for the effort

Communication: This role will lead business communication for Thriving Families, including:

- Creating one-pagers
- Regular communication with ODHS, partner organizations, and more
- Lead reporting process for ODHS
- Note-taking for strategic meetings

Fundraising Support: This role will work alongside the Executive Director of Strategic Growth, CEO, and Generosity and Investment team to:

- Connect with supporters,
- Work with grant-writer to apply for grants
- Create reports on the progress of the effort, as needed

Knowledge, Skills, and Abilities:

- Highly organized
- Ability to build processes
- Experience in project management software
- Proven record working with internal and external stakeholders, and moving processes forward with a variety of factors
- Previous experience presenting information to stakeholders in formal presentations and more informal connections
- Commitment to the mission of The Contingent, including Every Child and Know Me Now
- 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
- Experience working with government agencies preferred
- Experience in agile methodology; certification preferred
- Minimum of two years' demonstrated experience in the following areas: 1) business communication, including oral and written communication (presentation experience a plus); 2) project management that involved diverse stakeholders; 3) administration; and 4) has been a member of team responsible for building a new program, project, or initiative.

Success Measures:

- Successful completion of Phase 1 and Phase 2 of Thriving Families, including a report to ODHS with recommendations for systems' change and a proposal for a community-based intervention to increase stability of Oregon families.
- Fosters strong communication between others
- Manages workflows rather than people
- Bases their decisions on data
- Manages expectations and says no
- Leads continual improvement

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child and Empowering Leaders
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Ability to articulate a position on the importance of the faith community engaging under-represented children, youth, and families
- Deep commitment to serving under-represented kids, youth, and families and those in government who work with them
- Adaptable to changing situations and processes

Employment Terms, Accountability, and Compensation:

- Competitive salary, commensurate with prior experience (\$40-80/hour depending on certification and experience)
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- Because this is a temporary position, additional benefits beyond paid sick leave (accrued for every hour worked) are not available.
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. Starting on October 1, 2021, *The Contingent requires all employees to be fully vaccinated.*
- Legally eligible to work in the United States

Anticipated Start Date:

October 15, 2022

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled. Application materials should be emailed with a subject line containing **"Project Manager, Thriving Families"** sent to hiring@thecontingent.org and cc Brooke Gray (b.gray@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.

******Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.***

Equal Opportunity Employer