

JOB ANNOUNCEMENT: Contract Project Manager

Project Equity grows community wealth by retaining successful local businesses through employee ownership transitions

Do you want to see a world where the average employee has economic security and businesses help build resilient communities? We do too! Project Equity helps employees become owners of the businesses where they work. We raise awareness of employee ownership as a business succession strategy, provide support for businesses to transition to employee ownership, and work in multiple regions throughout the country to create generative ecosystems in support of such work on an ongoing basis.

Help us tap incredible momentum

Project Equity's early success and significant attention from media outlets such as Forbes, NPR and the Washington Post have propelled Project Equity forward as a national leader in the movement to harness employee ownership to maintain thriving local business communities, create quality jobs, and address income and wealth inequality. Project Equity sits at an exciting time of strategic evolution.

Your role

As the Contract Project Manager at Project Equity you will play a key role within the Programs Team, reporting directly to the SVP, Head of Programs and working closely in support of team leaders across our programs, and Systems/ Operations. This role will drive productivity, excellence, and internal coordination across a 30+ person team.

A successful Project Manager will enable collaboration, and deliver tools and processes that improve efficiency in our programs teams. A successful candidate will be prepared to jump into projects that have already kicked-off.

How you will support Project Equity's mission and growth

- Refine tools for tracking outcomes / KPI's across funder commitments, organizational strategy, and departmental priorities
 - Develop an impact focused work plan template that helps document and coordinate activities across multiple departments and is responsive to the outcomes / KPI's being tracked
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- Using the template, develop regional project work plans to support driving impact in key regions
- Train departmental teams to use workplans to guide individual work planning and prioritization
- Set up internal processes (schedule recurring meetings, develop meeting agendas, meeting outcomes tracking tools, etc.) for cross departmental teams to coordinate activities in the work plans
- Participate in several cross departmental meetings that are using the processes and work plans to understand efficacy and areas for refinement
- Revise processes and tools as needed to ensure highest functionality in supporting team's execution of activities

How you work

- **You are organized and detail-oriented:** Able to demonstrate sound judgment in prioritizing requests and triaging work for yourself as well as others.
- **You are a great communicator:** Written, email, phone, and in person. People enjoy engaging with you.
- **You are dependable and make things happen:** When you say it's taken care of, it is. You know how to motivate others, are comfortable with the concept of 'managing up,' and you are comfortable with following up to ensure delegated items are completed.
- **You are excited to learn new concepts and technologies, and willing to share your knowledge with others.**
- **You're excited to work with an agile and adaptive team:** You are both a self-starter, working really well independently, but you also know when and how to effectively loop in other team members for input, guidance, collaboration, and sign-off.
- **You work well remotely.**

Areas where you will shine

- You take pride in helping things run well, and enjoy and value administrative functions (we consider them to be vitally important to achieving our mission, and seek someone in this role who feels the same way).
 - You are service oriented, patient, and a reliable source of insight and information demonstrating both grace and discretion.
 - You love setting up and managing systems so things run smoothly and can be easily understood by others. You are skilled at detailing processes and training others.
 - You're a creative thinker and "do-er," and look for opportunities to suggest and take the lead on making improvements, whether small or large.
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- You seek long-term solutions and best practices but embrace incremental change and help bring others along at a pace that works for them.

Required and preferred skills

- 3+ years of experience in project management with a focus on program execution, workflow improvement and operational efficiency. Should have experience working with tracking and reporting multiple funding sources and developing detailed budgets and plans.
- Experience building project management infrastructure in a remote or hybrid environment.
- Platform and application knowledge with a combination of the following is a plus: Asana, Salesforce, and Google Workspace.
- PMP, PgMP, or CMP certification is a plus.
- This position can be located remote from any U.S. location with a normal working schedule set during U.S. standard business hours. The current supervisor for this role is based in California.
- Highly proficient or native English language skills required.

Time requirements and compensation

This is a 1099 contractor role. It is envisioned for 25 hours / wk for up to 16 weeks. The rate for this work will be in the range of \$40-\$50 / hour.

APPLY HERE: Please be sure to upload your resume and cover letter. In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy. Learn more at project-equity.org.