

POSITION DESCRIPTION
Project AWARE

COMMUNITY PROJECT MANAGER

Job Summary: The Community Project Manager will work within a community to implement the trauma-informed school model in their community's school in accordance with Project AWARE goals and objectives.

Reports to: Project Coordinator

Job Responsibilities:

1. Maintain and enhance relationships with stakeholders in the school and community.
2. Organize and host annual staff training about trauma-informed schools model for all staff.
3. Organize and host three conferences (every four months) for the community about trauma, its effects, and community resources to respond to trauma.
4. Successfully support the implementation and administration of the Project AWARE project plan and achieve operational objectives to ensure the flawless execution of all program activities.
5. Support the development and implementation a detailed project plan to monitor and track progress using appropriate tools and techniques (including creation and maintenance of comprehensive project documentation).
6. Coordinate and schedule activities and schedules of project staff at school site, including on call response to crisis situations.
7. Provide customer service to resolve problems and ensure high-quality program implementation.
8. Determine process and project improvements.
9. Create and maintain comprehensive project documentation.
10. Explore opportunities to add value to project implementation.
11. Follow all school and grant policies and procedures.
12. Work with project, community, and school to improve the school environment and foster positive interactions between students and staff.
13. Oversee data collection and analysis at the school site.
14. Monitor community progress toward Project AWARE goals and objectives.
15. Assist project coordinator in budget management for school site/community.
16. Lead small and large group meetings to guide progress toward Project AWARE goals and objectives using data-informed methods.
17. Attend and participate in community programs and meetings.
18. Assist student led design council to plan events and guide implementation of trauma-informed school model.

19. Assist the Project Coordinator with special projects.
20. Other duties as assigned.

Qualifications:

1. Candidate possess a valid service license (social work, counseling, etc.).
2. Demonstrated background working with at-risk youth preferred.
3. Background working in schools preferred.
4. Proven working experience managing projects and people.
5. Experience motivating, inspiring, and managing others.
6. Solid organizational skills including attention to detail and multi-tasking skills.
7. Ability to multi-task under time constraints.
8. Excellent written and verbal communications skills.
9. Strong working knowledge of Microsoft Office, especially Word and Excel.
10. Ability and flexibility to travel to required meetings.

Amount of Travel Required:

Up to 15%

Salary Range:

\$52,000 to \$57,000 (depending on qualifications and experience) plus benefits

Hours:

8-hour workday, full time employment