

Open Position

Program:	Community Wellness – Ukiah, CA
Position:	Project Manager (CERF)
Rate of Pay:	\$ 32.24 to \$ 41.91 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays* Medical, Dental, Vision and Life Insurance* Employee Assistance Plan*</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire)</i> <i>*Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week.</i> <i>*Paid vacation and holidays for all regular status employees.</i></p>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date.</i> <i>Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

POSITION DESCRIPTION

TITLE OF POSITION:	PROJECT MANAGER
DEPARTMENT:	COMMUNITY WELLNESS / COMMUNITY ACTION
REPORTS TO:	PROGRAM DIRECTOR
SUPERVISORIAL RESPONSIBILITIES:	YES
FLSA/IWC STATUS:	EXEMPT
WC CODE:	8742

I. POSITION OVERVIEW

Under general oversight and direction of the Program Director, the Project Manager is responsible for ongoing management of specific community-action or community wellness related projects. Primary areas of responsibility include fund development; project development; budget management; supervision of assigned staff members, establishing and maintaining collaborative partner relationships; and conducting community outreach and education.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Responsible for the overall operation of specific community action or community wellness related projects as outlined in the Scope of Work Addendum.
2. Ensures staff and systems are in place to provide sufficient coverage to support efficient and professional operation of community action/community wellness related projects.
3. Conduct program development, review, and adjustment to facilitate alignment and integration of relevant NCO programs.
4. Research relevant funding and program development opportunities that impact community wellness / community action and lead grant proposal application processes.
5. Monitor implementation of assigned projects to ensure compliance with grant and agency requirements.
6. Ensure accurate tracking, analysis, and reporting of data and project outcomes.
7. Compile and analyze data, and prepare reports as needed for collaborative partners, funders, and the agency.
8. Based on input from project participants and/or clients, develop and oversee a variety of training and technical assistance opportunities.
9. Supervise assigned staff members in accordance with NCO policies and procedures.
10. Facilitate collaboration among a range of county agencies, nonprofit organizations, and other regional resources that support and serve populations of interest to NCO.
11. Convene, coordinate, and/or participate in partner meetings to facilitate information sharing, collaborative planning, and alignment of objectives and activities.
12. Facilitate development of outreach and educational materials to promote community wellness/community action projects.
13. Attend scheduled meetings, trainings, and conferences, as necessary.
14. Oversee budget management following NCO accounting policies and procedures.
15. Provide regular program reports to the Program Director and/or Executive Director
16. Stays informed about and comply with all NCO personnel policies and procedures both as an employee and as relates to the role and duties of a supervisor as appropriate including completing staff evaluations.
17. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.

Work habits:

- Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
- Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and department policies and procedures.
- Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety

protocols, procedures, and policies.

- Stays focused on the job.
- Takes pride in creating an efficient, collaborative work environment.
- Treats co-workers and clients with respect.
- Represents NCO and its program to the community in a positive light.
- Dresses appropriately for the assigned job duties and responsibilities.
- Adapts effectively to change.

18. Other duties as assigned or required.

III. JOB QUALIFICATIONS

1. A minimum combination of education and experience equivalent to a Bachelor's degree in a related field from an accredited school, plus a minimum of two years' experience in the same or similar position.
2. A minimum of 2 years of prior experience supervising staff is required for supervision responsibilities.
3. Past experience with project-based work and/or administration of grant-funded programs is preferred
4. Must possess strong facilitation and communication skills and a proven ability to collaborate with diverse organizations, community groups and community members.
5. Demonstrated ability to organize time and manage multiple tasks with attention to detail to meet project outcomes and timeframes, as well as delegate tasks as appropriate.
6. Ability and willingness to take direction and work with Director to ensure priorities are correctly aligned and accomplished.
7. Possess a general understand of accounting processes relating to budget management.
8. Must be able to:
 - a. Build and maintain professional, collaborative relationships with others and facilitate meetings.
 - b. Perform necessary math skills related to duties of the position.
 - c. Understand and carry out oral and written instructions.
 - d. Communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (Spanish/English) preferred.
 - e. Must possess a proven ability to diffuse difficult and stressful situations and clients.
 - f. Interact with others in a culturally and emotionally sensitive manner.
 - g. Organize duties and tasks to meet established deadlines.
9. Work independently or with minimal direction of the Program Director
10. Work flexible hours for occasional scheduled weekend or evening activities
11. Must have knowledge of:
 - a. Principles and techniques of research, analysis, and grant and report writing.
 - b. Computer competence sufficient to perform data entry and spreadsheet management as well as utilize various web-based applications and software; ability to use these systems to analyze data and compile reports as needed.
12. For work-related driving must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as the driver OR reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and as designated, supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.

4. The employee must regularly lift and/or move up to 25 pounds unassisted and occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee may occasionally use moving mechanical equipment, farming and gardening tools, wield sharp implements for gardening, as well as frequently use computers and computer printers, telephones and other similar electronic office equipment.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

PROJECT MANAGER SCOPE OF WORK ADDENDUM

Project or Grant Title	Community Engagement and Climate Change: Community Economic Resilience Fund (CERF) grant, Great Redwood Trail grant, Urban Greening SoUL grant
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Areas of Responsibility

The Project Manager will lead the strategic integration and program management of NCO’s regional community engagement strategies with particular focus on building equitable and sustainable economies, empowering disinvested communities, fostering long-term economic resilience and supporting climate smart strategies to transition to a carbon-neutral region. Initial grant management includes the Community Economic Resilience Fund (CERF) project, the Ukiah Urban Greening project, and the Great Redwood Trail project. This position will supervise internal project coordinators who are leading various components of these projects.

1. Strategic Oversight & Planning

- Manage the day-to-day operations of current grant funded project and seek to increase collaboration.
- Center Justice, Equity, Diversity & Inclusion (JEDI) principles in program development and implementation.
- Lead collaboration with external project partners.
- Evaluate and leverage staffing and resources to ensure maximum effectiveness.

2. Fiscal & Administration

- Serve as a primary point of contact for federal, state and local funders and oversee employees to assure that grant deliverables and reports are timely and within budget.
- Implement NCO policies and procedures, oversee performance, and ensure appropriate budgeting, coding and monitoring for related grant and project funding.
- Supervise assigned employees, providing training, strategic leadership and oversight for Project Coordinators and other program staff members.
- Approve employee reimbursements, enter financial transactions, and oversee other items as needed, including accounts receivable and payable paperwork, deposits, and payment requests.
- Partner with Directors, NCO administration, and other members of the management team to maximize efficiencies and improve existing processes using a “continuous quality improvement” approach to program effectiveness.

3. Marketing & Communications

- Plan and oversee community outreach and engagement.
- Assure all communications, including printed materials, are culturally and linguistically responsive and address equity and inclusion for local stakeholders in collaboration with the lead and partner agencies.
- Make annual presentations to the NCO Board of Directors and other groups as needed.