

Project Manager

The Project Manager (PM) will collaborate with community partners, organizations, the Community Board, and Community Coalition to ensure successful project implementation. The PM will support all partner activities, will outreach community members, and will report on progress. The PM will be hired by the Board as part of the planning process.

Description of duties responsibilities

- Support Community Board
 - Project Manager will be a non-voting member of the Board
 - Attend all Community Board meetings
 - Facilitate professional development and technical assistance duties required by Board
 - Provide administrative assistance to Board
- Facilitate the Community Coalition meetings
 - Collaborate with Board to set agendas
 - Facilitate meetings with assistance from community members and partners
 - Maintain meeting notes, sign in sheets, and communication plan
- Ensure partners are implementing activities and completing required reports
 - Develop work plan and ensure alignment with logic model.
 - Host regular meetings with all partners and highlight success/resolve barriers
 - Complete project and budget reports with evaluation team
- Ensure alignment of ReCAST project with other Citywide initiatives
 - Support PD in communication with BCHD and with other City agencies, including Baltimore City Public Schools, Behavior Health Systems Baltimore, the Housing Authority of Baltimore City, Mayor's Office of Employment Development, etc.

Qualifications for position

- Bachelor's degree in health, counseling, social services or related field, **or** demonstrated equivalent experience
- Demonstrated ability to manage large budgets
- Demonstrated familiarity with ReCAST communities
- Experience with community organizing, behavioral health services, urban education
- Excellent written and oral communication skills
- Residence or previous work experience in ReCAST communities preferred

Supervisory relationships

The PM will report to the BCHD Youth Health and Wellness Coordinator (Project Director for ReCAST). The PM will also be accountable to the Community Board.

Salary range: \$60,000 – \$65,000, Commensurate with experience by October 31, 2016 to:

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