



## Project Manager - Job Description

The **Living Safely in Jackson Square Coalition** is a cross-sector partnership in the Jackson Square area of Jamaica Plain that is focused on reducing the causes of childhood trauma that too often lead to adverse health impacts and can create obstacles to growth and achievement. This place-

based coalition includes local nonprofits, schools, child welfare, law enforcement, property owners and managers, residents, and other stakeholders, who will work together to develop a collective impact approach that addresses Children's Health, with a focus on *Family Stability*, *Youth Engagement*, and *Improved Safety*. The Jackson Square community is vibrant, home to a diverse population, and is filled with numerous assets. This community is also grappling with some of the most significant challenges facing low-income populations, especially families, children, and youth. In close partnership with residents, the Coalition will leverage the wealth of assets in the neighborhood to create significant and long lasting positive change in Jackson Square.

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde-Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded 30 years ago, HSTF now engages more than 700 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position: Project Manager**, Living Safely in Jackson Square (LSJS), full-time, reporting to Hyde Square Task Force, one of three backbone organizations managing the Coalition. This is a three-year grant funded position. Although the grant is expected to end at the end of 2023, additional funding may be secured which would extend the duration of the project and this position. The position will be remote to start, with a transition back to in-person operations when it is safe to do so.

### Position Summary:

The LSJS Project Manager will manage and oversee the day-to-day work of the LSJS Coalition and is primarily responsible for managing and supporting the coalition through ensuring the implementation of its work plan, relationship-building with coalition members/organizations, ongoing facilitation and communication among partners, evaluation efforts, and handling logistical and administrative details for the initiative to function smoothly. The Project Manager will be responsible for managing all aspects of a 3-year grant, funded by Boston Children's Hospital. The Project Manager will prepare reports for the funder and manage funder communication as needed.

This initiative is co-led by three organizations in Jackson Square: Tree of Life/Arbol de Vida, Hyde Square Task Force, and Jamaica Plain Neighborhood Development Corporation. The Project Manager will work under the supervision of Hyde Square Task Force.

## **Responsibilities Include:**

### Coordination and Facilitation

- Manage and facilitate the coordination of LSJS activities including backbone steering committee, coalition members, work groups, and community engagement activities.
- Build relationships with stakeholders, including coalition members, working group members, consultants, resident leaders, and others in order to move the coalition's work forward.
- Convene backbone steering committee, coalition members, and work groups, including preparing agendas and writing and distributing minutes, to ensure ongoing, coordinated, and integrated communication.
- Provide administrative support and facilitation to work groups and backbone organizations to ensure they stay on track with annual activities and ongoing progress towards their goals.
- Manage communication across the coalition and share regular updates with the coalition regarding progress, problems, and needs for additional support.
- Coordinate development/refinement of work plans and milestones, track progress towards achieving results, and provide status reports to partners.
- Coordinate and work together with other coalition backbone organizations to ensure all partners, working groups, committees, etc. work well and effectively together, and to create a positive view of the work in the community.
- Collaborate with partners to connect families to resources and opportunities that will help them accomplish their goals.
- With support from coalition members, organize trainings/workshops for partners and resident leaders, including racial equity training.
- Develop and implement a plan to engage other key stakeholders on an ongoing basis.
- Serve as lead liaison with Boston Children's Hospital and complete reporting requirements.

### Evaluation and Reporting

- Work with the evaluation partner to conduct focus groups and other data collection activities as needed.
- In collaboration with the three backbone organizations, complete all required funder reports.
- Maintain required documentation for the LSJS Coalition.
- Work closely with the evaluation partner to ensure timely data collection and analysis.

### Hyde Square Task Force (HSTF) Organizational Responsibilities

- Actively contribute to the implementation of organizational strategic goals and objectives.
- Participate actively in staff meetings, committees, and organizational events.
- Actively work to connect LSJS Coalition members and Jackson Square residents to HSTF programming.

*The above is not an exhaustive statement of every duty and responsibility required. Other duties may be assigned.*

### **Qualifications and Education Requirements**

- 3-5 years of relevant experience in one of the following areas: community/economic development, community health, macro social work, or education.
- Fluency in written and verbal Spanish.
- Minimum of a bachelor's degree required; master's degree and/or certification in project management or relevant field preferred.
- Experience in bridge-building with different groups and stakeholders.
- Experience working as part of a multidisciplinary team and ability to work in a complex environment requiring significant collaboration.

- Strong planning, facilitation, and organizational skills, with the ability to think strategically in the planning and implementation of project work plans.
- Demonstrated effectiveness in written and oral communication; ability to communicate complex issues to a variety of audiences.
- Familiarity with the Jackson Square neighborhood and understanding of the local community preferred.
- Exceptional leadership and interpersonal skills.

**Annual Salary:** \$50,000 - \$70,000, commensurate with work experience. Benefits include: medical insurance, free parking, 10 vacation days, 3 personal days, 16 paid holidays, 12 days of sick time, 403(b) plan, and a supportive work environment.

**How to apply:** Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to [projectmanager@hydesquare.org](mailto:projectmanager@hydesquare.org) by **June 11, 2021**. No walk-ins or phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply*