

## **Project Manager – Real Life Reality Check**

The Project Manager will provide leadership and guidance for the Real Life Reality Check project among colleagues at the SC Center for Fathers and Families (the Center), local fatherhood organizations, community, high schools and at a local and national level around the planning, implementation, and tracking of specified project deliverables.

Specific duties include serving as liaison to stakeholders, participating in and leading project leadership planning and implementation sessions; collaborating with agency leadership, championing ways to develop and improve the project, and working with evaluation staff to ensure nFORM data collection and evaluation. The Project Manager must attend conferences, biennial grant meetings, technical assistance and regional meetings provided by the funder.

### **Primary Duties and Responsibilities**

The Project Manager performs a wide range of duties including, but not limited to the following:

#### *Implement the project*

- Execute the project according to the approved project plan and timeline.
- Develop forms and records to document project activities.
- Create files to ensure that all project information is appropriately documented and secured.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets project standards.

#### *Monitor the project*

- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Write reports on the project for management and funder.
- Monitor budgeted project expenditures.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.

### **Position Requirements**

- Four-year college degree with course work in counseling, social work or business preferred, along with minimum of four years of planning and/or management experience.
- Professional work experience in counseling, case management, job development, leadership development, and preferably a proven background of working with diverse ethnic and socio-economic backgrounds.
- Must possess strong communication skills and ability to listen effectively to participant concerns.
- Ability to inspire and motivate program staff and participants, and help them overcome barriers.
- Report writing, communication, and conflict management skills.

- Computer skills (e.g., Microsoft Office).
- Familiar with the broad range of social, academic, supportive, and business services available to participants and other appropriate services.
- Flexible hours-some evenings and weekends.

**Preferred Experience**

- Experience working with federal grants
- Experience working with teens, especially males

E-mail resume to Tiffany Major at [tmajor@scfathersandfamilies.com](mailto:tmajor@scfathersandfamilies.com).