

Job Title: Senior Project Manager – People Plan
Department: CNI – Newport News
Reports To: Chief Operating Officer
FLSA Status: Exempt
Salary:

MISSION STATEMENT

To improve lives by providing optimum services and mobilizing resource that strengthen our communities.

VISION

A strong, vibrant community where all citizens are self-sufficient and empowered.

VALUES

Community Action Agencies improve people's lives, embody the spirit of hope, improve communities and make America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

SUMMARY

To provide a wide range of services in support of the day to day management of the Marshall-Ridley Choice Neighborhoods People Plan. The plan is funded, in part, under HUD's Choice Neighborhood Initiative (CNI) for the transformation of the Ridley Place public housing development and surrounding neighborhoods.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- Proficiency in program development and cultivating private partnerships
- Ability to manage the service delivery of established goals and strategies by community residents and community stakeholders.
- Audits Individual Development Plans (IDP) and Household Development Plans (HDP) for accuracy and is updated per established guidelines.
- Provides oversight to the delivery of services provided by the Service Provider Network.
- Ensures that each Service Provider is using empowOR (Client Management System) to receive referrals and provide services.
- Collaborate with economic development, planning, housing authorities, education and social service departments in local jurisdictions.
- Represent the organization in professional, civic, and community groups as requested by the Chief Operating Officer and/other Executive Staff.
- Develop project proposals, reports, service agreements, RFP's, grant applications, timelines, budgets as well as other documents and presentations.
- Develops and maintains databases as administrator.

- Oversees relevant data collection in order to regularly analyze program data.
- Provides weekly, monthly, quarterly, and annual reports on the outcomes and progress according to HUD CN Enform Reporting guidelines.

SUPERVISORY RESPONSIBILITIES

As assigned.

PERFORMANCE MEASUREMENT

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating HRCAP's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

INFORMATION PRIVACY AND SECURITY

The Project Manager may have access to Confidential Information (CI) and is required to be familiar with HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Business Administration, Public Administration, Urban Affairs, or Social Work. Master's Degree preferred.
- Minimum of five (5 years) of related program management supervisory experience.
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid driver's license
- Criminal record check and credit report required for employment
- Strong software capabilities to analyze the business and develop presentations to include: Excel, PowerPoint or Prezi are required
- Track record for maintaining and deepening relationships with customers or accounts
- Adept at networking, building relationships, and community engagement
- Ability to work across the organization to deliver solutions that meet internal and external objectives

LEADERSHIP COMPETENCIES

Initiative and Drive for Strong Results

Strong Decision-Making Skills

Business Acumen

Customer Focus

Organizational Agility

Planning and Implementation

Managing Purpose and Vision

Building Effective Teams

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.



SEDENTARY

Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and files. Walking and standing are required only occasionally

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Senior Project Manager will be measured by the following standards:

1. Adherence to the HUD Choice Neighborhood People Transformation Plan. The project manager will be responsible for reporting monthly data reports on all metrics to be tracked by HUD.
2. Maintain and provide weekly updates in Basecamp for Service Provider Network and data quality checks in empowOR.
3. Provides routine administration of empowOR CNI Portal.
4. The achievement of goals, the implementation of the creation of programs and activities and the attainment of budgetary targets.
5. Quality and level of effectiveness in building community relationships among all constituent groups cited above.
6. Ability to effectively engage and communicate to residents.
7. Ability to leverage employer and partner support to advance identified community workforce initiatives.
8. Coordination with NNRHA Project Manager, NNPS staff, and City of Newport News Senior Project Manager, to ensure People Plan and Case Management activities are reported.
9. Overall contribution to the achievement of the organization's mission and objectives.

Application:

Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607

You can also email your resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer