

Project Manager Job Description

Part-Time

GENERAL POSITION INFORMATION

TITLE: Project Manager – Sex Trafficking Response Team	REPORTS TO: CEO
DATE: January 2019	FAIR LABOR STANDARD ACT STATUS: Non-Exempt

POSITION SUMMARY

The Project Manager is a part-time position responsible for supervising and monitoring grant activities and reporting outlined in the STOP Human Trafficking Grant. The Project Manager will be responsible for coordinating all project partners in order to delivery high quality written policies, procedures and response protocols for a multidisciplinary response to sex trafficking, which can be replicated by other communities in Pennsylvania. The Project Manager will also be responsible to support the CEO in all aspects of development and coordination of grant deliverables related to Human Trafficking.

REQUIREMENTS

ESSENTIAL DUTIES & TASKS

- Responsible for scheduling and maintaining meetings related to the STRT grant.
- Responsible for taking and distributing meeting minutes when necessary.
- Compiles and drafts correspondence and reports, proofreads, files and retains documents for grant purposes.
- Ensures webinar conference call and recordings are set up properly.
- Reconciliation of expense reimbursements and payments with Finance Manager for grant payments.
- Prepares presentation materials, including tables, charts and reports in Power Point, as well as documents in Publisher.
- Photocopies, collates, staples, formats documents etc. as needed
- Plan and execute conferences and/or trainings related to grant.
- Assume a leadership role in ensuring collaboration among all members of the multi-disciplinary team, as well as project sub-committees.
- Responsible for coordinating communication with the Office of Victim Services, as well as the Sex Trafficking Advisory Board.
- Assist the SRTR in Protocol Development of all components outlined in the grant. Provide guidance and support of MK program staff regarding program monitoring and evaluation for grant purposes.
- Assure that state-of-the art methodologies, practices and programs in the area of sex trafficking are presented to work with sex trafficking victims.
- Promote strong, effective working relationships with partner agencies and other service providers.
- Oversee compliance with the PA Commission on Crime and Delinquency Comprehensive Victim Service Program standards.
- Oversee the development and distribution of SRTR’s work products. Ensure target dates are met on all grant deliverables.

- Other duties as assigned by CEO for grant purposes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills; detail oriented.
- Knowledge of sex trafficking preferred.
- PC literacy including Word for Windows, Excel, PowerPoint and data base functions.
- Excellent written and oral communication skills; presentation experience helpful.
- Excellent interpersonal skills.
- Able to travel overnight to conference and training requirements.
- Must have valid driver’s license or ability to get to programs at various locations.
- Must have or be able to pass PA State Police, PA Childline and Federal fingerprint screenings.

EDUCATION & TRAINING

- Bachelor’s Degree; Bachelor’s Degree + preferable
- Self-development, workshops and other experiences to demonstrate drive for continuing education.
- Minimum of 2-3 years prior related experience and passion for the work.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

Physical Requirements:

Light: *Lifting 0-10 Lbs.* **Moderate:** *Lifting 0-25 Lbs.* **Heavy:** *Lifting 25+Lbs*

Working Conditions and Schedules:

Interacting with

- Co-workers,
- MDT members,
- Clients,
- Community Members
- Vendors.

Office machinery usage

- Phones
- Fax
- Computers

Necessary traits for this position:

Seeing Hearing Talking* Reading* Writing*

Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

Employee Signature Date

Supervisor's Signature Date