

 BRA/EDIC EMPLOYMENT OPPORTUNITY TITLE: PROJECT MANAGER	JOB POSTING: # 8-14
EMPLOYMENT STATUS: EDIC Employee	POSTING DATE: 3/19/14
DIVISION/DEPT: JCS/Administration & Management	
<i>*This job posting will remain posted for 10 working days (4/1/14)before a hiring recommendation can be made*.</i>	

SUMMARY: Under the direct supervision of the Director of Jobs and Community Services (JCS), the Project Manager (PM) will be responsible for special events and projects facilitated with community and city agencies throughout Boston. Will be responsible for, but not limited to, grant administration and monitoring, coordinating agency and community events, drafting minutes, memos and other essential documents, and planning, implementing, and closing out JCS projects as needed.

- Work with city hall and community agencies to coordinate city-wide projects as it relates to JCS and its partners
- Cultivate and build relationships with employers and businesses to obtain and update employment opportunities and linking them with job training programs in the city
- Handle all constituent calls and act as a liaison for JCS
- Connect JCS and it's workforce partners with city, state and federal resources
- Coordinate all JCS events in the community and with the city
- Provide managerial and programmatic support for Youth Options Unlimited as needed
- Provide other administrative support to the Director and senior staff as needed

QUALIFICATIONS:

Work requires completion of a Bachelors degree plus 3-5 years of related experience. An advanced degree or equivalent in Public Policy, Economics, or law is strongly preferred. Must have a strong background in policy analysis, research, data analysis and writing. Skills required also include excellent communication and presentation skills, ability to analyze data, and ability to compile reports, visuals and powerpoint presentations.

GRADE: 18

HIRING RANGE: \$50, 453.61 - \$60, 651. 68

Submit resume/Cover Letter to: BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street, Boston MA 02114.

E- Mail: Hr.bra@boston.gov

An Equal Opportunity Employer

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE