



REEM **Project Manager**

Reports To: Executive Director
FLSA Status: Non-Exempt

The Greenville Racial Equity and Economic Mobility (REEM) was formed in August 2020 by a group of community leaders to convene around matters of racial inequities, social justice, and disparities in key areas that negatively impact the Black community in Greenville County. REEM's three founding partner organizations include United Way of Greenville County, the Greenville Chamber of Commerce, and the Urban League of the Upstate.

Mission: To develop strategies and partnerships that eradicate race-based disparities and inequities impacting the Black community in Greenville County.

Vision: A Greenville County where racial equity is absolute, and prosperity is accessible for all in the Black community.

POSITION OVERVIEW

The Racial Equity and Economic Mobility (REEM) Commission is looking for a Project Manager who is results-driven and passionate about matters of racial inequities, social justice, and disparities in Greenville County. As a Project Manager, you will partner with the REEM Executive Director to facilitate community events and implement projects that educate the community and build accessible equitable opportunities and a pathway to economic mobility through the REEM initiative.

Equitable opportunities

Such duties range from project management, to events to research and meetings.

KEY RESPONSIBILITIES

Project Management 20%

Manages projects from planning through delivery. Liaises between community members, external vendors and other stakeholders to ensure deliverables, requirements, schedules, cost, and meeting plans are communicated.

Meetings 20%

Utilizes appropriate tools to plan project timelines, tasks, milestones, and deadlines. Communicates schedule and changes to all stakeholders. Prepares agendas, meeting notes, meeting planning/set up and project summaries. Monitors task completion status to identify risk.

Communications 15%

Develops clear and meaningful verbal and written communication and collateral to effectively position REEM's goals and initiatives to internal and external stakeholders.

Event Planning and Coordinating 20%

Plan, organize and effectively manage events which includes creating and communicating invitation lists, RSVPs, tracking attendance, securing venue, executing the break down the room, provide copies of necessary handouts or literature, tracking project entry and evaluations, delivering to project sites, and arranging for food and beverages as necessary.

Research 15%

Conducts research and information gathering on behalf of the Executive Director and prepares summaries and reports. Uses data to prepare reports, charts, budgets, and other presentation material.

Administrative Support 10%

Provides multi-faceted administrative support and assistance to ensure effective use of time and resources within the department and to ensure productive interactions with the public.

DESIRED QUALIFICATIONS

- 5+ years of experience in supporting a senior leader requiring significant interaction with the public.
- Understanding and commitment to racial equity and economic mobility.
- Experience with grant writing is a plus.
- Demonstrate self-learning capabilities, taking initiative in a fast pace/quickly changing environment.
- Excellent communication and interpersonal skills capable of maintaining strong relationships.
- Strong organizational and multitasking skills.
- Excellent analytical and problem-solving abilities.
- Time management skills with the ability to prioritize workflows and meet deadlines.
- Exceptional project management skills.
- Experience coordinating diverse teams with milestones, deliverables, and timelines.
- Comfort working on an ambiguous, dynamic project where strategies and goals evolve to meet changing needs of stakeholders.
- Strong organizational skills.
- Strong verbal and written communication.

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling/Fingering	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Pushing and Pulling Requirements

12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Definitions

N/A	Not Applicable	Activity is not applicable to this occupation
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)