



The Healthy City Project - Job Announcement
Job Title: Senior Project Manager
Full Time Position

General Description: The goals of the Healthy City Project are to improve the accessibility of services to low-income, underserved families and to help develop sensible public policies based on sound data that will improve the quality of life for all communities in Los Angeles. The Healthy City Project pursues these goals by producing and constantly maintaining the flagship HealthyCity.org site; and using innovative data analysis and GIS mapping techniques to support policy, research, and planning efforts for collaborating organizations. The Healthy City Project is a program within the Advancement Project LA, a nonprofit research and public policy organization near downtown Los Angeles.

Healthy City is now seeking a highly qualified Senior Project Manager to help lead our successful online and direct policy research projects. This position will work directly with Healthy City's Director in overseeing multiple aspects of the project including contract management, research/technology projects, personnel management and administration.

Responsibilities include, but are not limited to:

- Manage contracts, paperwork and program activities. Help set scope of work and timelines for various projects, and allocate appropriate staffing.
- Act as a professional and collegial liaison to all of our allied organizations, clients, and project partners.
- Nurture and expand upon partnerships while doing the necessary outreach to develop new relationships.
- Responsible for implementing strategic goals set by Director and Project Partnership.
- Provide leadership and support to diverse, highly skilled staff.
- Help design and implement refinements/additions to the HealthyCity.org website.
- Work with leadership at the Advancement Project and other partner organizations to articulate policy goals and implement research methodologies based upon these objectives.

Qualifications:

- 5+ years experience in senior project management, staff supervision, and coalition building required.
- Substantive background in public health, public policy, community technology, community development, and/or community organizing is required. Successful candidate will have high level of comfort and experience with two or more of these areas.
- Strong familiarity with data from a variety of sources, including economic development or public health studies, census reports, law enforcement agencies, nonprofit database systems, etc.
- Direct experience working on policy issues in any capacity
- Experience designing, implementing and managing quantitative or qualitative research projects or technology projects a plus.
- Excellent interpersonal skills and the proven ability to work with diverse communities.
- Excellent written and oral communication skills, i.e. facilitation, outreach and message delivery
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- High computer proficiency and comfort a must.

- Strong academic background in public policy, urban planning, social work, public health, or other related field; Masters degree or equivalent experience required.

Salary:

Highly competitive compensation depending on experience. Includes full health, dental and vision benefits.

To Apply:

Please send cover letters and resumes to:

ATTN: Lori Thompson

1541 Wilshire Blvd. Ste 508, Los Angeles CA 90017

Or e-mail to: lthompson@advanceproj.org or fax to: 213.989.1309

Women and People of color are strongly encouraged to apply

Application Deadline: Open Until Filled