



JOB ANNOUNCEMENT

Position: Project Manager

Date: May 2022

Applications Due: Open

Who We Are

Valley Vision is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. For the past 28 years, Valley Vision has created common ground built on facts that influence community leadership, promote collaboration, and drive change. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit www.valleyvision.org.

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Manager Position

Valley Vision is seeking a highly motivated ***Project Manager*** to support the Listos California Community Resilience project. This project, funded by the California Governor's Office of Emergency Services (Cal OES), seeks to bolster the ability of diverse and vulnerable residents to prepare for, respond to, and recover from emergency events.

The successful candidate will be chiefly responsible for fostering the success of the project's partners, which includes a large network of community-based organizations throughout the state. Key activities will include: assessing partner capacities and competencies; organizing trainings to build partner capacity; , developing data collection and tracking methods; cultivating and maintaining relationships; assuring fluid

communications across a variety of partners and stakeholders; designing and managing meetings; and building a learning community across project partners, The Project Manager will be a part of a team that includes Valley Vision staff, consultants, and external partners.

The Project Manager is a full-time, exempt position. Occasional statewide travel will be required for the position.

Qualifications

The successful candidate will exercise sound judgement in executing tasks efficiently and on time and possess outstanding communication and organizational skills. The ideal candidate must be flexible and able to succeed in a fast-paced, results-focused environment.

Candidates must have a minimum of 3 years of related professional work experience. A Bachelor's degree is encouraged, but not required.

Qualifying skills and characteristics include:

- Exceptional project management skills
- Extensive experience with community engagement efforts
- Demonstrated experience working with hard to reach populations
- Proficiency in stakeholder management and facilitation
- Background in training design and delivery
- Experience with event planning and implementation

Compensation:

- \$58,400 - \$65,000 per year, depending on experience
- Generous health, dental, vision, life, and retirement plans
- Mobile-phone stipend
- 11 paid holidays, paid vacation + Other paid time off

Interested individuals must submit **a cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages), in Microsoft Word or PDF format to Kari MacDonald (kari.macdonald@valleyvision.org). In the subject line, write "Project Manager Application – [Your Name]". The position will only remain open until the successful candidate is selected, so interested parties are encouraged to respond promptly.