

Project Manager **Job Description**

Project: Strengthening Racial Justice and Health Equity in Franklin County

GENERAL DESCRIPTION:

The Strengthening Racial Justice and Health Equity in Franklin County Project received a 5-year grant with a specific goal of addressing root causes of health inequities. This project emerged from the work begun by the Welcoming and Belonging Group of Franklin County, a collaboration of leaders from local businesses and nonprofits. This project will focus on strengthening racial justice and addressing the culture of white supremacy that is ingrained in individuals, businesses and institutions in our region.

This is a project of the Franklin County Community Development Corporation (FCCDC), which has a 40-year history of community development in Franklin County, and for the past 10 years throughout western MA. The project proposes to do this work over the next five years by working closely with business and community leaders to explore ways individuals and our organizations can dismantle institutionalized racism in the workplace. Actions include: collaboratively investing in professional development for employees and leadership teams; assisting in the development of diversity, equity, and inclusion strategic plans; creating a series of community forums focused on identifying and understanding why dismantling white dominant culture is important to our community; and creating a participatory action research project where community members can become researchers and help develop action plans that will make Franklin County a more welcoming, equitable and inclusive place for Black, Indigenous and People of Color (BIPOC).

The Project Manager will possess the skills and experience to lead this new project from the start and keep the initiative moving forward. They will understand the relationship of the Social Determinants of Health and Racial Justice, and Diversity, Equity and Inclusion issues.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Coordinate the Welcoming and Belonging Group of Franklin County by scheduling meetings, helping the leadership develop agendas, facilitate the meetings, organize consultants, take notes and conduct follow-up and communication between meetings;
2. Along with the leadership team, organize and prioritize activities, engage with community members, workplace leaders and organizations, and help shape a vision for the work of this grant and carry it out;
3. Support workplaces in developing and implementing policies, systems, and practices that promote a racially just and inclusive environment;
4. Work with staff and leadership at larger businesses/non-profits to organize committees for ongoing policy and practice change, and steer ongoing racial justice work in their workplaces;
5. Work with FCCDC, Chamber and Regional Employment Board to organize group workshops and trainings for owners and staff of smaller business/non-profits and to help them organize ongoing policy and practice change;

6. Identify and coordinate consultants, trainers and facilitators that fit the needs of different workplaces, select readings, trainings and events, throughout the process;
7. Support area workplaces and community groups in organizing forums and trainings for employees and the general public;
8. Assist with the Participatory Action Research (work with research coordinators on managing data, permission forms, setting up trainings, and possibly participating in research, etc.);
9. Publicize the project and successes; write and distribute press releases, speak with press, create and manage social media content;
10. Attend meetings and events of partners and collaborators to cross-pollinate and share experiences widely;
11. Coordinate professional development events matching facilitators with anchor institutions;
12. Work with Project Partners on budget, allocation of funds and reports to funder;

Supervision and Support: Reports to the Executive Director of the Franklin County CDC and supported by the Welcoming and Belonging Steering Committee. Position develops their own workplan and implements responsibilities, with regular check-ins on complex challenges or problems. Oversees no staff and supervises the work of consultants or subcontractors.

JOB ENVIRONMENT

Works primarily from the FCCDC office in Greenfield. Work is generally performed in typical office space with frequent off-site meetings and community outreach. Must obtain transportation to field locations in order to perform off-site duties. Work may be performed remotely, especially during COVID-19 period. Position has regular contact with FCCDC staff, steering committee members, staff at various workplaces, consultants and trainers.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree (Master's is a plus) in a related field (relevant experience may be substituted for education).
- Experience in some, or all, of the following areas: racial justice work, public health, community organizing, and program development, implementation and evaluation.
- Lived experience with racism.
- Experience leading or facilitating collaborative efforts with diverse populations across sectors (e.g. business, health care, education, human services, etc.) and within/across communities.
- Experience using a range of computer applications, social media and conducting Internet research.

Knowledge, Ability and Skill:

- Knowledge and understanding of racial justice issues and white dominant culture.
- Knowledge of the Social Determinants of Health and health equity best practices.
- Possess the skills, experience, enthusiasm and entrepreneurial spirit to lead.

- Competence in working with and familiarity with the cultural, geographic, ethnic and rural characteristics of regions like the Franklin County / North Quabbin region, as well as the broader Pioneer Valley/Western Massachusetts region.
- Excellent oral and written communication skills. Skilled in meeting facilitation, public presentation, and coordination. Skilled in presenting ideas and data visually and verbally.
- Excellent relationship builder. Able to work collaboratively and build trust and respect, both in-person and virtually, knowing that whatever the medium, excellent rapport is the basis for an effective working relationship.
- Strategic thinker who understands how to draw individuals and institutions into the work, and coach them as they move forward with their racial justice work.
- Ability to work independently and as a part of a team, and can do so in-person and virtually.
- Skilled in coalition building, strategic planning, and program evaluation.
- Strong attention to detail while still able to see the forest through the trees. Flexible and creative, while able to work within the confines set by funders.
- Qualified candidates must value diversity—diverse opinions, perspectives, and experience—and draw on this value to identify the best ways to help participating workplaces and organizations be successful.

NOTE: We are interested in receiving applications from both emerging leaders who are still early in their career as well as seasoned professionals. Specific duties and compensation could vary depending on experience.

Benefits: Salary range \$55,000 – \$60,000 plus Benefits, including Health Insurance and Retirement.

Type of Position: Full time, permanent position based on continued funding

To Apply: EMAIL COVER LETTER AND RESUME TO: resumes@fccdc.org by September 18, 2020.

FCCDC is an Equal Opportunity Employer and values diversity.