

**Title**

WV POWER Support Program Project Manager

**Job Summary:**

This position will provide leadership and project management for the WV POWER Support Project at the WV Community Development Hub. The WV POWER Support Project is a statewide project that provides convening, technical assistance and coaching support to West Virginia based grantees that have received Appalachian Regional Commission (ARC) POWER funds to support economic diversification projects. Working in partnership with federal, state and regional funders and stakeholders, the WV POWER Support Project seeks to promote, assist and catalyze the opportunities created for economic growth and expansion in coal-impacted communities.

This position will coordinate, organize and lead internal project management teams, including the staff planning team and the project advisory team. The project manager will be responsible for identifying and maintaining deadlines, delegating responsibilities to team members and holding them accountable, tracking and sharing all internal documentation, including meeting notes, maintaining a database of grantees, resource providers and stakeholders, and participating on work teams within the project as necessary.

This is a part-time contract position that will report to the Executive Director of the WV Community Development Hub. The position will run from September – December 2018, with the expectation of a continuation of the contract for another year if the candidate and the Hub wish to continue the position. Exceptional candidates may have an opportunity to expand this into a full-time employment position with the WV Community Development Hub.

**Compensation and Location:**

The time commitment will vary but the position will take on average 15-25 hours per week. A monthly stipend will be provided based on background and experience (\$1000 - \$1500 per month). Mileage reimbursement will be provided for work-related travel. Mileage is not provided for travel to and from the office.

This position will be expected to work from The Hub's Charleston office. Remote work may be available for exceptional candidates.

**Duties and Responsibilities:**

- Schedule, coordinate, facilitate and lead internal project management teams
- Track project deliverables, send reminders and maintain schedules to ensure successful project execution
- Build relationships with team members and delegate responsibilities to appropriate working teams and staff as needed
- Improve and maintain grantee database
- Improve and maintain resource provider and technical assistance database

- Ensure regular communication with project stakeholders, including funders, resource providers and grantees
- Assist with work teams as needed, and other duties within the project as assigned

**Minimum Qualifications:**

- Project management skills with ability to work independently, to set a schedule and complete project goals and objectives in a timely manner.
- Proven track record in successful completion of projects that include engagement of multiple teams and diverse stakeholders.
- Demonstrated strong interpersonal skills and experience facilitating and leading meetings.
- Experience working in teams and leading teams.
- Big picture thinking with reasonable attention to detail.
- Leadership skills and the ability to make appropriate project decisions.
- Strong organizational skills with the ability to multi-task and keep track of several deliverables and deadlines at once.
- Excellent written and oral communications skills, comfortable speaking in front of large groups.
- Skills in networking and forming effective collaborative relationships, with the ability to work with professionals, volunteers and others across cultural and socioeconomic levels.
- Ability to work flexible hours based on project deadlines.
- Must provide own transportation, computer and phone.

**Preferred Qualifications:**

- Familiarity with West Virginia economic and community development systems, including the ARC POWER funding resource.

**How to Apply:**

Please send a cover letter, resume and three references to [s.tyree@wvhub.org](mailto:s.tyree@wvhub.org).

We will accept applications until a suitable candidate is found.

We are seeking an independent contractor to fill this role. We would also consider contracting with an organization that has qualified staff to fill this role.

The WV Community Development Hub is an Equal Opportunity Employer.