

## POSITION POSTING

POSITION TITLE: Project Manager  
SUPERVISOR: Vice President - Academy  
POSTING DATE: 07/24/2023  
EXPIRATION DATE: 08/28/2023  
SALARY RANGE: Negotiable

### **GENERAL DESCRIPTION**

The Project Manager is a high-level administrative positions which includes managing all of the logistics for the Academy. The logistics include tasks associated with event coordination, purchase of travel, processing invoices, and developing contracts. Project Manager works with all of the grants that are in the Academy, providing administrative support to the staff, consultants and third-party vendors who are involved with the projects.

This position is located in Detroit Michigan. It is a hybrid position that allows some remote work. However, there are times that the work must be done in the office.

### **PRINCIPLE RESPONSIBILITIES**

#### **Project Management**

- Act as a liaison between the VP and all other Academy staff to ensure all of the administrative aspects of the projects are being met
- Oversee the contractual process for vendors, consultants and contractors
- Track finances as required by the projects
- Exercises discretion and independent judgement with respect to matters of significance related to the overall management of the day to day operations of the program.

#### **Event Planning and Coordination**

- Identify event/conference locations
- Manage all meeting logistics for in person events and webinars/meetings for the Academy
- Provide budget estimations of meetings/events
- Oversee contracts associated with on-site meeting and events
- Provide pre and post conference tracking related to evaluations, stipends, reimbursement forms
- Coordinate conference pre- and on-site registration
- Work with staff/contractors/host organization(s)/collaborators on the coordination of logistics
- Coordinate all supplies needed for meetings/events
- Handle the set-up of events, meetings prior to, during and after event
- Work with site staff and host organizations regarding lodging, registrations, meals, equipment, signage and any on-site needs/requests
- Collect, prepare, proof, and obtain appropriate approvals for meeting materials

### **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university required.
- Three years' experience in project management, experience organizing events or conferences preferred.
- Excellent communication skills.
- Good computer skills.
- Ability to work well in teams.
- Strong organizational and time management skills.
- Willingness to travel in and out of state.
- Ability to work independently.
- Ability to effectively communicate with others, both verbally and in writing.
- Ability to multi-task and work on multiple projects at one time.

If interested in this position, please submit a resume and cover letter to the HR Director  
jbozarth@spaulding.org

**SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER**