Help us reduce gun violence in Hartford

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PL PROJECT MANAGER (HARTFORD)

General Statement of Duties:

The Project Manager position is a full-time (equivalent to 40 hr/wk) contractual position funded by a grant to the Justice Education Center from the State of Connecticut, Office of Policy and Management (19-20PROJLONG-JEC). This position provides day to day coordination and management support to Hartford in the Project Longevity Group Violence Intervention (GVI) initiative, which is currently operating in Hartford, New Haven, and Bridgeport. The Project Manager will work as a team with other project staff, law enforcement, city officials, Statewide Director, and the Office of the United States Attorney-District of CT towards achieving the established goals and objectives of Project Longevity in Hartford, CT. The Project Manager is responsible for implementing the strategic coordination and management of the Group Violence Intervention effort as prescribed by the Statewide Director, Executive Committee, and in adherence to guidance provided by technical advisors. The Project Manager position is an essential component of effective and sustainable implementation.

GVI requires many energetic partners, unflagging focus, coordinated actions, and substantial organization and planning. Even when actions are not needed, the partnership itself needs care and maintenance. The Project Manager is primarily responsible for sustaining and maintaining this partnership, coordinating among independent agencies, and otherwise ensuring that the implementation goes smoothly by adding capacity where it is needed and engaging in collaborative problem-solving.

Supervision Received:

The Project Manager will receive direct supervision by the Project Longevity Statewide Director. The Justice Education Center’s grant Project Director will oversee the Project Manager’s contractual obligations (e.g., quarterly progress reporting, time and effort reporting, expense reporting).

- The Statewide Director will provide guidance and direction to the PL Project Managers in the cities where the strategy is being implemented. The Statewide Director is the direct supervisor for all project managers and has management oversight of their goals, objectives, performance measures and work activities.

- The Statewide Director will provide guidance and oversight over the implementation team’s weekly activities and work schedules

- The Statewide Director has first approval of their monthly invoices, travel requests and travel reimbursements.

- The Statewide Director holds regular meetings with Project Managers individually and as a group as needed.

- The Statewide Director provides guidance and direction for day-to-day operational issues.
**Supervision Exercised:**

- The Project Manager oversees the work of support staff and student interns assigned to the project.

**Contractor Hours per Week**

This position requires full-time availability throughout the term of the contract (i.e., 40 hours per week). Contractors can take unpaid time off at the approval of the Statewide Director.

**Core Duties/Responsibilities:**

- Day to day coordination of all aspects of the project at the city level.
- Attend schedule statewide team meetings.
- Ensure implementation of Project Longevity strategies within the city.
- Manage and maintain strong relationships with the diverse stakeholders in GVI, including both frontline and executive law enforcement partners, community-based organizations, and social service providers, including coordinating and chairing the executive working group. Communicate regular updates on the status of implementation to executive partners.
- Establish and manage working groups and subcommittees to manage activities of the law enforcement team, support and outreach team, and community engagement team when necessary.
- Work with the National Network for Safe Communities technical assistance team for hands-on support to key project components (law enforcement, community involvement, offender services).
- Schedule and attend meetings of sub-committees, planning sessions, and participate in weekly conference calls.
- Maintain communication with stakeholders, including government officials, community groups, project partners, and staff. Represent Project Longevity at related events and committees.
- Provide project updates to city officials. Work with Statewide Director to provide project updates to state officials.
- While operating in the context of partnerships, coordinate the day-to-day operations of the Group Violence Intervention, including law enforcement operations, support and outreach activities, and activation of the community’s moral voice. This includes ensuring that enforcement actions are proceeding appropriately, custom notifications are deployed effectively, community supporters are identified and engaged, and effective case management is occurring for clients in services.
- Maintain project uniformity and integrity. Ensure that all activities are in alignment with the overall project mission and are in direct support of established project goals, objectives, policies, and protocols while allowing for unique local conditions, resources, and needs.
- Coordinate the strategic operations of the Group Violence Intervention, including law enforcement operations, support, and outreach activities, and activation of the community’s moral voice. This includes ensuring that systems are in place to sustain GVI over time, e.g., regular group/gang audits and incident reviews are occurring, all established working groups have stable membership and clear goals, and community engagement is aligned with law enforcement and social service activities.
• Identify program challenges and solutions. Work with Statewide Director project partners, and working groups to manage problems. Recommend project reformations for necessary strategy modification.

• Work with law enforcement and social service partners to ensure proper tracking and documentation of core activities and that intelligence on group member involvement in serious violence is maintained and shared appropriately.

• Document all program activities. Maintain meeting minutes, contact information and activity reports.

• Document program participation, maintain records of call-ins, offender interventions and offender outcomes.

• Cooperate with research partners to facilitate collection of data and analytic products.

• Participate or assist in coordination and facilitation of appropriate trainings as required.

• Work with evaluators and ensure that they have access to information and data required for project assessment.

• Work with social services working group, PL Statewide Director, PL Social Services Coordinator, service providers, and state and local government to assist in coordination of offender services.

• Prepare written reports (monthly activity reports, quarterly grant reports, special reports as requested).

• Plan, organize and moderate Call-In presentations.

Community Engagement Expenses

Community engagement activities should be discussed with the Statewide Director and when necessary or appropriate in conjunction with the Project Longevity Executive Committee to assure that these events conform to the parameters of the strategy, goals, and objectives of the initiative.

Costs for community engagement activities must be clearly outlined 30 days in advance, in writing, for Statewide Director review to determine whether they fall within allowable cost principles. Project managers and the Statewide Director will use best business procurement practices regarding cost quotes for goods and services.

Deliverables:

• Monthly Time and accountability reports - To be submitted with each monthly invoice.

• Quarterly progress reports - To be submitted to the Statewide Director.

• Project and community engagement proposals as requested by the Statewide Director.

• Weekly data reporting and planning agenda as requested by the Statewide Director.
**Qualifications/Knowledge/Skills and Abilities:**

Minimum Qualifications:

- Bachelor’s Degree or comparable professional experience with emphasis in related field (e.g. criminal justice, public administration, social services).
- Extensive experience in project management.
- Experience in community outreach and community program management in urban environments.
- Experience in facilitating meetings.
- Excellent oral and written communication skills.
- Computer skills including familiarity with the latest Windows OS, macOS, Microsoft Office Suite software.
- Presentation skills (including preparation of graphic presentation)
- Valid CT Driver’s License.
- Ability to work full-time with occasional travel out of state.

Additional Desired Qualifications:

- Experience in working in a criminal justice field (law enforcement, corrections, re-entry, social services).
- Supervisory experience.

**Payment Schedule/Terms**

Contractor is compensated for reported time and effort and reimbursed for allowable expenses monthly.

Compensation and expense reimbursement requires monthly submission of time and effort reporting and expense reporting documents and receipts.