

Job Title: Project Manager (ARPA Temporary)	Department: Operations	Supervisor: Chief Operations Officer (COO)
Job Code: ARPA100	FLSA Status (HR Use Only): <input checked="" type="checkbox"/> Salary Exempt <input type="checkbox"/> Hourly Non-Exempt	Rev. Date: 01/20/2022
Min	Median	Max
\$65,770	\$82,230	\$97,800
Job Step-up Positions: N/A	<b>ARPA Funded Through December 2024</b>	Comp Data: 01/20/2022

**Position Overview:** The Project Manager (PM) will organize, manage and plan projects to assistance the food insecure and others in Virginia Beach who are and who have experienced difficulties related to the COVID 19 Pandemic. The PM will work closely with their direct reports to ensure all project requirements, deadlines and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports and establishing effective project communication plans. This position and the direct reports to the Project Manager are grant funded by the City of Virginia Beach, Virginia under the American Rescue Plan Act (ARPA) that provides relief funds to state, local, and tribal governments that have been negatively impacted by the coronavirus pandemic.

PM will be responsible for the direct supervision of one Mobile Food Distribution Coordinator, one CDL Driver and one Warehouse Assistant.

*This is a temporary assignment through December 2024. Incumbent in Temporary PM position will be given priority for offer as a regular hire **if** position is converted to regular hire status and added to organizational structure for the Operations Department. Position will be evaluated after 18 months to determine feasibility of conversion and addition to headcount.*

**Work Hours/Shift:** Monday-Friday (40 hours/week; some weekend and evening work required for meetings, special events, and out of town conferences.

#### **Duties and Responsibilities:**

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines and schedules.
- Meeting with project team members to identify and resolve issues.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing and summarizing relevant information.
- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Obtaining Chief Operations Officer acceptance and approval of project deliverables.

*Foodbank of Southeastern Virginia (referred to below as the "Foodbank") employees are "at-will" employees. Nothing in this Job Description should be construed as creating an express or implied employment contract that will bind either employees or the Foodbank.*

*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*

**Educational Requirements:**

- Minimum: A Bachelor's Degree in related field, Master's preferred or equivalent combination of education and experience.
- Preferred: Project Management Professional (PMP) certification is a plus.

**Work Experience:**

- Minimum:
  - 7+ years project management experience from conception to implementation to end of project
  - Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).
  - 5+ years supervisory experience.
  - Experience coaching and educating project teams to strengthen team members' capabilities and skill sets.
  - Experience as a PM with government contracts is a plus.
  - Experience with non-profits is a plus.
  - Proven experience leading project teams.
  - Strong written and verbal communication skills.
  - Strong presentation skills.
  - Strong attention to deadlines and budgetary guidelines
  - Equivalent combination education and experience is acceptable providing they are comparable in type, scope and thoroughness of position's education and experience requirements.
- Preferred:
  - Professional PMP certification.

**Required Skills, Abilities & Certifications/Licenses:**

- Proven success working with all levels of management.
- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Strong presentation skills.
- Must have above average computer skills and experience with cloud based and computer platforms.
- Valid driver's license and satisfactory driving record.

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**Preferred Skills, Abilities & Certifications/Licenses:**

- Project Management Professional (PMP) certification

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 30 pounds when handling donations, documents and files.

Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

Use hands and fingers to handle, or feel

Reach with hands and arms

The employee frequently is required to stand and or walk for extended periods of time.

The employee must be able to climb or balance.

The employee is occasionally required to stoop, kneel, crouch, or crawl.

**General Sign-off:** Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Employee Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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