



## JOB POSTING

April 17, 2024

Reconnect Rochester is seeking a full-time **Project Manager** to join a dynamic and growing staff team that works tirelessly to improve mobility in Monroe County. This position is an exciting opportunity for a candidate to use developed skills to implement complex projects making a powerful impact and difference in our community.

The Project Manager's primary role is to facilitate the tangible programs and projects that will advance Reconnect Rochester's mission. Working collaboratively with internal and external partners, they will work to implement ongoing programs as well as one-time projects. Job responsibilities include developing project plans and budgets, communication and relationship management with community partners, implementing event logistics and details, managing volunteers, handling promotion and outreach, and facilitating work group meetings.

The current core programs for which this staff member would provide project management include the [Complete Streets Makeover](#) program, a new Downtown Curb Extension Mural project, and our [Transit Ambassadors](#) outreach initiative. Examples of one-time projects include working with our filmmaker to produce [original short films](#) about local mobility, and curating a gallery exhibit about our region's rich transportation history.

A full job description will be provided to applicants during the interview process.

This position will require someone who:

- Possesses education, transferable skills, and 5+ years of related experience in a combination of the following areas: Project management, community organizing/outreach, event management, volunteer management, marketing & communications
- Is self-directed, able to manage a healthy workload, and drive implementation of multi-faceted projects and initiatives
- Has proven ability to build authentic working relationships and engage people at the grassroots level

- Has strong written, verbal/relational and IT skills
- Is organized, resourceful, self-motivated and flexible
- Works well in a team environment and with diverse groups of people
- Is able to work periodic weekend and evening hours
- Has a personal interest and passion for helping our community become more multi-modal!

Hours, benefits & compensation:

- Full-time, 40 hours per week position, with 36 hour summer work week (Wed or Fri afternoons off every week from Memorial Day to Labor Day)
- Pay range of \$23.00 - \$26.00 per hour commensurate with education, skills and experience
- Benefits include: Health plan option with employer contribution, voluntary dental plan option, voluntary 403b plan offering, paid holidays, generous paid time off, workers' compensation, Social Security, unemployment and disability insurance
- Professional development opportunities, conferences and training
- Flexible work options including work schedule/hours and partial remote schedule, as well as summer work week flexibility
- Collaborative and inclusive work environment fostering growth and work-life balance
- Meaningful work that contributes to positive social change!

**To apply: Email cover letter and resume by May 15, 2024 to Mary Staropoli at [mary@ReconnectRochester.org](mailto:mary@ReconnectRochester.org).**

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### **Commitment to Inclusion:**

Studies have shown that women, trans folx, non-binary folx, people of color, and disabled people may be less likely to apply for jobs unless they believe they meet every qualification in a job posting. At Reconnect Rochester, we are committed to building a diverse and inclusive organization and strongly encourage you to apply, even if you don't believe you meet every qualification. Reach out if you require special assistance or accommodation to apply.