

Project Planning Manager

Job Description

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The United States Green Building Council (USGBC) Central California (USGBC-CC) is looking for a part-time Project Planning Manager. The Project Planning Manager will be responsible for managing the Circle V project at USGBC Central California and works closely with the Executive Director, team members, project partners and government agencies to guide efforts toward developing an Indigenous Environmental Resource Center. This role is responsible for project and stakeholder management, community and stakeholder outreach, project partner coordination, project planning on time, within budget, and with quality results. The Project Planning Manager reports to the Executive Director.

Duties and Responsibilities

- Determines and defines project goals, scope, objectives and priorities with Executive Director and major project stakeholders.
- Creates and maintains project schedule and detailed workplan.
- Effectively coordinates the activities of the team to meet project milestones.
- Coaches to clarify assignments and deliverables; reviews quality of work and manages integration of team members' work.
- Proactively identifies changes in work scope and ensures appropriate planning measures are taken with internal and external clients to reassess and amend the scope of work requirement, budget, and timeline.
- Manages relationships with project stakeholders, including team members, collaborators, project partners, and subcontractors, keeping stakeholders informed of progress and issues to manage expectations on all project requirements and deliverables, assigning tasks and communicating deliverables.
- Cooperatively leads outreach efforts to ensure robust public outreach during the duration of the project. Plans community and stakeholder meetings.
- Develops project status, memorandums and updates to relevant knowledge bases; analyzes lessons learned.
- Contributes to reporting and invoicing activities.
- Manages subcontractor relations and procurement related to the project and ensures quality of service received by all subcontractors and project partners.
- Arbitrates and resolves conflict and interface problems within the project.
- Supports requirements of the Executive Director to provide necessary information and support for successful project delivery.
- Monitors project for efficiency, and principles of project management
- Prepares RFP's as needed.

- Identifies project opportunities through state, federal and private sources. Supports grant writing activities related to this project.
- Assists with general USGBC-CC projects.
- Assists general Education and chapter events,
- Analyzes program results and generate feedback for optimization and growth.

Qualifications

- Bachelor's degree in urban planning, construction management, business, or a related field
- 4+ years of project management and related experience
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and resourceful attitude
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Access to personal computing devices
- Preference given to local applicants (within one hour drive of Fresno, CA)

Desired Qualifications

- Project Management Professional (PMP) certification
- Experience working on public projects
- Experience of working with non-profit organizations
- Passion for sustainability and green building practices

Physical demands:

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit and reach with hands and arms, kneel, talk and hear. At times, this position may include periods of extended physical activity such as walking/standing at community events and/or moving and distributing educational materials. The employee must occasionally lift and/or move items weighing up to 40 pounds. This is a work from home opportunity with requirements for in-person meetings.

Hours and Compensation:

This is a grant based and part-time position (20 hours a week). Payment \$30-\$40 an hour, depending on experience.

To Apply:

Please send a cover letter detailing how you would contribute to the programs at USGBC-CC, a current resume, and contact information for three professional references to lgromis@usgbccc.org.

About USGBC-CC:

USGBC Central California is a 501 (c)(3) non-profit organization that educates, inspires, and provides resources to build and maintain sustainable communities right here in Central California. USGBC-CC covers Fresno, Kern, Kings, Madera, Mariposa, Merced and Tulare County. USGBC-CC's Mission is to transform the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy and prosperous environment that improves the quality of life. USGBC-CC's programs focus on education, networking and advocacy for climate change solutions in the built environment. USGBC-CC is an equal opportunities employer.