

# MISSOURI COMMUNITY ACTION NETWORK

## JOB DESCRIPTION

7/26/22

Job Title: Skill UP Project Manager  
Reports to: Executive Director  
FLSA: Exempt

### **General Description**

The Project Manager is responsible for oversight of all efforts related to SkillUp project implementation, subcontractor monitoring, project outcomes, communications with subcontractors and the state funder, and collaboration with other funded partners. Knowledge of employment and training programs and anti-poverty programs preferred. Must share [MCAN's](#) commitment to fighting poverty and social justice. The salary range for this position is \$50,000-\$55,000 depending on experience. MCAN provides excellent employee benefit package. The position is in-person at MCAN's Jefferson City, MO office.

TO APPLY: Review [SkillUp description](#). Send Missouri CAN employment application, cover letter, and resume to [info@communityaction.org](mailto:info@communityaction.org)

### **Specific Duties**

- Responsible for successful management and implementation of multiple workforce development funding contracts.
- Collects weekly reports from subcontractors and prepare data for submission to funder.
- Provides technical assistance, consultation, facilitation, and support services to subcontractors.
- Participates in bi-weekly Skill UP partner calls.
- Conducts program monitoring of all subcontractors.
- Coordinates focused reviews issued from funder with subcontractors.
- Manages the full life cycle of multiple projects and events.
- Provides reports as deemed necessary by the Executive Director.
- Provides routine and on-demand reports for funder per funder's request and grant requirements.
- Develops and conducts in-person and online training.
- Handles data entry of grantees expenditures.
- Manages program budget with input from Finance and the Executive Director.
- Other duties as assigned.

### **Education and Experience**

A bachelor's degree with a minimum of five years' experience in adult/continuing education and/or nonprofit management. Experience in workforce development programs. Experience with state and government funding preferred. An equivalent combination of education and experience may be considered.

### **Required Knowledge, Skills, and Abilities**

Must be able to perform each essential duty and responsibility in an exceptional manner. The following requirements are representative of the knowledge, skills, and abilities required for this position:

- A. Must possess the ability to communicate well with the association staff, the Community Action Network members, professional trainers, consultants, and training participants
  - Strong influencing, consultative, and facilitation skills
  - Must be creative and skilled in writing and organizing training and technical assistance materials
- B. Must possess a background in grant/program implementation
  - Knowledge of adult development and workforce development strategies
  - Practical experience in managing, and implementing large scale curricula

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- Demonstrate ability to measure and evaluate effectiveness of programs
- C. Must be able to manage relationships
  - Ability to navigate effectively within a membership association
  - Strong history of quickly building relationships, gaining credibility and partnering with peers
- D. Must be a good organizer, maintain attention to detail, and manage competing priorities
- E. Must possess the ability to function independently in a multi-task environment
- F. Must understand budgets and be able to assist with budget development

## **Other Requirements**

Must be willing to travel as required. Must be willing to work in a team environment and coordinate activities with other staff.

All MCAN employees must follow the [code of ethics](#) of the National Community Action Partnership. Must be willing to learn about the Community Action movement and pursue a [Certified Community Action Professional Credential](#).