**Job Title: Project Manager**

**Location: Wayne County, North Carolina**

**Reports to: Executive Director**

**About United Way of Wayne County:** United Way of Wayne County is a non-profit organization dedicated to improving lives by connecting people with resources and identifying issues within the community and finding solutions. We focus on Health & Wellness, Education, Basic Needs, and Financial Stability – the building blocks for a good quality of life. Our work is community-driven and aims to create long-lasting change.

**Position Overview:** United Way of Wayne County is seeking a detail-oriented and organized individual to join our team as a Project Manager. The Project Manager will play a key role in supporting the funding tracking, billing and invoicing, reporting, and overall management of multiple programs funded by our organization. This position requires strong attention to detail, excellent communication skills, and the ability to work effectively in a fast-paced environment.

**Key Responsibilities:**

* Track funding for multiple programs and assist with billing and invoicing as needed
* Conduct regular reporting on program performance, including financial, operational, and impact metrics
* Assist with the preparation and distribution of educational and marketing materials for programs
* Counsel program facilitators and provide oversight and guidance to ensure programs are meeting goals and objectives
* Assist with program evaluation and assessment activities
* Maintain strict confidentiality of sensitive information
* Collaborate with internal and external stakeholders to support program success
* Other duties as assigned by the Executive Director

**Qualifications:**

* Minimum of an associate degree preferred
* Bilingual (English/Spanish) preferred
* Ability to practice cultural sensitivity and communicate effectively
* Flexibility with regard to shifting job responsibilities and priorities
* Self-motivated with strong interpersonal, communication, and organizational skills
* Ability to work with the general public and maintain confidentiality
* Goal-oriented with the ability to multi-task and effectively manage time
* Proficient team player with basic accounting experience/QuickBooks experience preferred
* Strong computer skills, including proficiency in Microsoft Office Suite

**Benefits:** This is a temporary, contracted position with a pay rate of $22/hour. Up to 28 hours per week. United Way of Wayne County offers a supportive and inclusive work environment where all employees can thrive.

**To Apply:** Please submit a resume and cover letter outlining your qualifications and interest in the position to sheri@unitedwayne.org. Resumes will be reviewed on a rolling basis until the position is filled.

United Way of Wayne County is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.

In addition to the key responsibilities mentioned earlier, someone in this role might also have one or more of the following responsibilities:

1. **Database Management:** Maintain accurate and up-to-date records in databases related to funding, program participants, and other relevant information.
2. **Event Coordination:** Assist in coordinating events related to program activities, including logistics, outreach, and participant engagement.
3. **Grant Writing and Research:** Assist in researching and writing grant proposals to secure funding for programs, under the guidance of the Executive Director.
4. **Community Outreach:** Engage with community members and stakeholders to promote programs and gather feedback for program improvement.
5. **Training and Development:** Assist in developing training materials and conducting training sessions for program facilitators and volunteers.
6. **Budget Management:** Assist in developing and monitoring program budgets, ensuring that expenses are within approved limits.
7. **Reporting and Documentation:** Prepare reports and documentation for internal and external stakeholders, highlighting program achievements and impact.
8. **Quality Assurance:** Conduct regular reviews and assessments of program activities to ensure quality and compliance with organizational standards and goals.
9. **Collaboration and Communication:** Collaborate with other departments within the organization and external partners to ensure effective program implementation and communication.
10. **Evaluation and Improvement:** Participate in program evaluations and assessments to identify areas for improvement and implement changes as needed.

These additional responsibilities would support the overall success and effectiveness of the programs managed by United Way of Wayne County.