

Project Manager Job Posting

Announcement and Description

WALKSacramento dba Civic Thread seeks an experienced Project Manager to grow the impact of a small and effective nonprofit organization. This position is ideal for an early to mid-level professional.

About Civic Thread

Civic Thread is a nonprofit organization dedicated to improving health equity in the built environment by elevating institutionally underserved voices and priorities to co-create communities, neighborhoods, and places where everyone can thrive. For more than 20 years, Civic Thread has advocated, implemented, and inspired health equity in the built environment through community-based planning, people-centered policy, systems change in land use and transportation, and strategic partnerships with community-based organizations, residents and local, regional, and state agencies.

Civic Thread has managed Safe Routes to School programs at over 100 schools across the 6-county region and helped secure several million dollars in transportation funding through the State's Active Transportation Program. As planning and design consultants, we implement effective engagement strategies and identify creative bicycle/pedestrian solutions. As policy advocates, we work at the local and regional levels to inform and adopt smart growth and environmental/mobility justice supportive policies. We also work with developers and land use planners to ensure developments are supportive of healthy walkable, bikeable, and transit-friendly communities.

The Position

The Project Manager will lead community-based planning projects with residents, agency staff, and other stakeholders. The Project Manager will oversee the development and implementation of specific projects under one or more key program areas such as Safe Routes for All, community engagement for active transportation planning projects, and state and local advocacy for mobility justice. Potential projects include, but are not limited to, SACOG's Mobility Zones Project, The SacRT Mobility Hub Implementation Plan, and West Sacramento's Vision Zero Action Plan. Other tasks involve developing plan documents, reviewing and commenting on development projects, providing technical assistance to community and agency partners, assisting advocacy campaigns, and grant writing. Project Managers are tasked with the day-to-day management of projects including budgeting, client billing, task assignment, deliverable management, and providing strategic direction for community engagement activities. Project

Managers report to the Executive Director and support the organization's growth through strategic planning, fundraising, and organizational development. Project Managers are integral in supporting the leadership development of Project Coordinators and Project Assistants. The position offers significant exposure to community relationship building and active transportation, climate, and health fields of practice at the community, local, regional, and state levels.

This posting is for a full-time position of 37.5 hours per week.

Compensation and Benefits

- \$40 –\$45 per hour DOE
- Competitive medical plan
- 12 days of paid vacation per calendar year and 12 days of paid sick leave per calendar year
- 12 paid holidays per calendar year

Responsibilities

Responsibilities include, but are not limited to:

- Project Management / Daily Management, profitability, and assurance of quality on all project work, from start to completion.
- Coordination of internal and external project team members on a daily basis and nurturing relationships with partners and collaborators. Integrate project inputs from other team members with diverse professional backgrounds.
- Work with schools, school districts, and community partners to deliver Safe Routes to School programs, including event organizing, youth engagement, and curriculum development.
- Work with community members, agency staff, and other partners to implement participatory planning projects across the Sacramento region.
- Organize and participate in community walking/biking/community design assessments.
- Develop data driven planning documents.
- Communicate written and oral built environment recommendations, findings, and data using creative, informative, and visually appealing methods.
- Review and provide comments on development proposals as they relate to local building codes, zoning ordinances, and other relevant regulatory planning policies.
- Oversee Project Coordinators or Project Assistant job duties.
- Manage project budgets ranging from \$10,000 – \$1.25M
- Attend community meetings, public meetings, and partner meetings that align with Civic Thread's mission.

- Collaborate as a team member to meet Civic Thread's Strategic plan and fundraising initiatives.

Qualifications and Skills

The ideal candidate will be a highly self-motivated individual who enjoys working independently as well as part of a dynamic small team. The candidate must be able to demonstrate 3-5 years of experience with the following:

- Manage all levels of project management, including grant development and oversight of workplans and budget follow-ups. Handle all client communications and provide regular reports back to Civic Thread team members.
- Ability to organize and lead partnerships consisting of community members, health professionals, engineers, K-12 educators, and urban planners both internally and externally.
- Ability to designate clear tasks and provide guidance and effective feedback to the project team.
- Ability to work in a diverse team with diverse clients where cultural sensitivity is important.
- Strong technical writing skills, especially related to policy analysis, transportation and land use design, and health needs assessments.
- Experience with community empowerment and data gathering; experience developing the strategy for and implementing equitable community engagement.
- Experience building trust and relationships with community members.
- Experience with and/or knowledge of local planning policies
- Proficiency in computer and technical skills, including Microsoft Office Suite and social media marketing, Adobe Acrobat Suite, ArcGIS mapping, and online project coordination experience is a plus
- Multi-lingual capabilities are a plus – specifically Spanish, Hmong, Farsi, and/or Vietnamese.

Application Deadline: Sunday, December 8 @11:59 pm. Anticipated start date: January 2025

Civic Thread is an "at-will" and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression), marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special

needs at the time of application. Persons of color, LGBTQ+ people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.

**** PLEASE REVIEW THE APPLICATION INSTRUCTIONS BELOW ****

Application Instructions:

To apply, please send the following documents in one combined pdf to contact@civicthread.org. Use the subject line: **Project Manager – Last name, First name by December 8 @11:59 pm.**

1. Resume
2. Cover Letter
3. Contact information for at least two professional references and one academic reference or three professional references
4. Subject Matter Expertise Responses (see details on following page)

Important note: applicants who submit satisfactory application materials may be invited to participate in a capabilities test and a subsequent interview. [You can preview the test here.](#)

Subject Matter Expertise Questionnaire

Your responses should be at least 200 words

Please submit responses with your job application materials in PDF format to contact@civicthread.org

1. Cite a specific example of how you engaged and empowered the community. What was the biggest challenge you faced and how did you overcome it? What was the outcome of your interaction?
2. Cite a specific example of a project you've managed. What was the budget and how did you manage it? What were the deliverables and how did you coordinate with your team to ensure they were met? What was the outcome of the project and how did you find success?

