

November 1, 2019

Project Manager, Office of Mayor Lori Lightfoot

The Office of the Mayor is seeking highly collaborative team players with a strong work ethic to serve as Project Managers in the Office of Public Safety. The Project Managers will handle the day-to-day workload related to a grant-funded City of Chicago violence prevention planning process being led by the Office of the Mayor.

It is anticipated that four (4) Project Managers will be hired. These are temporary grant funded positions with funding expected to run from January-June of 2020.

Essential Duties

- Serve as a public representative for the Mayor's Office of Public Safety;
- Establish and maintain strong relationships with members of the Violence Prevention Planning Committee;
- Facilitate the work of one assigned Violence Prevention Planning sub-committee (i.e., either the Diversion Programs; Victims Support; Gun Violence; or Domestic Violence Sub-Committee);
- Review reference material, conduct gap analyses, and draft presentation and discussion slides for sub-committee meetings;
- Coordinate and execute surveys, community forums, focus groups, and/or interviews;
- Develop outcome metrics and processes for tracking citywide progress on violence reduction;
- Draft, edit, and finalize portions of the Violence Prevention Plan;
- Other responsibilities as assigned.

Qualifications

Graduation from an accredited college or university with a Bachelor's degree and at least two (2) years of work experience in government, public policy, criminal justice, social justice, victim's services, or working with non-profit agencies; or, a Master's degree in Public Policy; or, a Juris Doctor.

Knowledge, Skills and Abilities

Ideal candidates will possess the following:

- 2-4 years of experience in the administration or coordination of violence prevention and intervention, juvenile delinquency, victim services, reentry or other social programs;
- Working knowledge of basic research, evaluation, and data analysis techniques;
- Ability to communicate effectively in writing and orally with diverse set of stakeholders, including government agencies, philanthropy, and non-profit organizations;
- Excellent organization and time management skills, detail-oriented and able to work both independently and under minimal supervision;
- Experience and existing relationships in communities in which the Project Managers will be serving;
- Ability to take initiative, problem solve, prioritize duties, and balance competing priorities while meeting deadlines and working well under pressure; and,
- Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships.

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All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

To apply, please submit a cover letter and resume to angela.weis@cityofchicago.org no later than November 22, 2019.