



QUINN CENTER  
OF SAINT EULALIA

**Mission**

*To partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action*

## JOB DESCRIPTION

### POSITION: PROJECT MANAGER

Reports to: Executive Director/Program Director

FLSA: Contract

Posted: December 2022

*Open until filled; position may have future opportunity for full-time employment in role based on grant availability*

**About the Quinn Center of St. Eulalia:** The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These programs and events are offered through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners.

Additionally, the Quinn Center works with a network of community-based organizations seeking to advance health and racial equity in our communities experiencing high poverty and other vulnerabilities. The Quinn Center works with a multi-sector collaborative to develop and implement evidence-based strategies advancing health and racial equity by addressing root causes at the community level.

**Position Summary:** The position of Project Manager requires special attention to details and an ability to operate effectively in a collaborative, shared leadership environment. The project manager must be willing to apply a racial equity lens when planning, directing, coordinating, monitoring, and leading grant activities to ensure that objectives, strategies and all milestones of grant are accomplished within the determined timeframe and funding parameters. This individual also may pivot as needed to meet the needs of the community while serving as co-lead for development of work plans, budgets and staffing, and assign duties, responsibilities and scope of authority for each phase of the project. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff. This is a grant-funded position.

#### **Roles and Responsibilities**

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Track project deliverables, while providing direction and support to a cross functional community-based project team
- Convene and collaborate with a multi-sector collaborative to develop and implement evidence-based strategies that advance health and racial equity and meet project goals.
- Organizing, attending, and participating in stakeholder meetings for assigned projects
- Documenting and following up on important action items and decisions from meetings
- Collaborate with Executive Director and/or local evaluator to assist in managing the project budget against actual expenses and current status, if applicable for project assigned
- In collaboration with grant lead entity, provide fiscal management and oversight of all funding, including developing contracts/MOUs with each paid community-based organization and/or resident participation
- Development of proposals, completing grant-specific reports, and researching the availability of both public and private grants
- Responsible for following and reporting on the grant to ensure compliance with all grant requirements.
- Participate in all grant-related meetings, engage in national technical assistant and evaluation activities and participate in annual Learning Institutes.
- Continue to strengthen and build local workgroups by leveraging the skills, expertise and available resources of existing community-based organizations and stakeholders.
- Other duties as assigned by Quinn Center Executive Director and/or as amended for grant deliverables



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*Continued*

**POSITION: PROJECT MANAGER**

### **Required skills and traits**

- 2-years of grant management and/or project management experience, required
- Project Management certification, preferred
- Bi-lingual in English and Spanish, preferred
- Valid driver's license and current automobile insurance, required
- Duties will regularly require sitting for more than 50% of the work day
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills with a desire to learn from others' experiences
- High degree of flexibility and creativity

### **Required training and background checks** (will be included in site training)

- All Archdiocese of Chicago employment requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

### **Time Commitment:**

- Daytime hours with occasional weekends
- Estimated up to 20 hours per week (maximum)
- This is a part-time, contract position

### **Location:**

- Hybrid, on-site and remote permitted
- Must be willing to host in-person, on-site meetings within the Maywood community and/or at Quinn Center facility in Maywood

### **Compensation:**

- \$40-50 per hour, commensurate with years of experience

**References** requested upon submission of application

**TO APPLY: Please email your resume and cover letter to [office@quinncenter.org](mailto:office@quinncenter.org)**

### **Equal Opportunity Statement:**

*The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.*

*As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.*

*In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.*



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*Continued*

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**Performance Evaluation Standards**

The employee is evaluated annually based on the information contained in this job description. The standards used to measure performance appear below.

**Responsibilities and Universal Competencies**

	<b>Universal Competency</b>	<b>Rating (0-5)</b>	<b>Comments</b>
1	Acts with integrity.		
2	Acts with kindness and builds an environment where patrons feel safe, welcome and accepted.		
3	Builds an inclusive culture of justice, health, and peace through intentional action.		
4	Works well with people of all backgrounds including coworkers, volunteers and stakeholders.		
5	Displays good listening skills with a desire to learn from others' experiences.		

**Job Specific Duties and Responsibilities**

	<b>Job Specific Duty</b>	<b>Rating (0-5)</b>	<b>Comments</b>
1	Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.		
2	Track project deliverables, while providing direction and support to a cross functional community-based project team		
3	Convene and collaborate with a multi-sector collaborative to develop and implement evidence-based strategies that advance health and racial equity and meet project goals.		



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*Continued*

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4	Organizing, attending, and participating in stakeholder meetings for assigned projects		
5	Documenting and following up on important action items and decisions from meetings		
6	Collaborate with Executive Director and/or local evaluator to assist in managing the project budget against actual expenses and current status, if applicable for project assigned		
7	In collaboration with grant lead entity, provide fiscal management and oversight of all funding, including developing contracts/MOUs with each paid community-based organization and/or resident participation		
8	Development of proposals, completing grant-specific reports, and researching the availability of both public and private grants		
9	Responsible for following and reporting on the grant to ensure compliance with all grant requirements.		
10	Participate in all grant-related meetings, engage in national technical assistant and evaluation activities and participate in annual Learning Institutes.		
11	Continue to strengthen and build local workgroups by leveraging the skills, expertise and available resources of existing community-based organizations and stakeholders.		