

Community Counts Project Manager – National Federation of Community Broadcasters

Job Overview

The Community Counts Project Manager will manage logistics, data collection, communication, and aid with producing interim and final grant reporting for this National Federation of Community Broadcasters (NFCB) initiative. The position will coordinate with NFCB staff, the Community Counts project evaluator, instructors/mentors, and participants affiliated with 10 cohort public media organizations located across the United States.

The successful Project Manager is organized, able to work both independently and as part of a team, and able to analyze data to translate into coherent reporting to be shared among project collaborators and funders.

This is a contract position over an eighteen month period (9/2018 through 12/2019). Working on site is not required. The position will require some travel. Compensation will be commensurate with experience.

Job Responsibilities

- Work with NFCB's Program Director to establish effective project communication plan.
- Manage logistics and communication for staff, project evaluator, and participants for cohort convenings, including face-to-face orientation, online classes and webinars, group calls, project team visits to individual stations, and cohort work with instructors/mentors.
- Work with NFCB's CEO to collect and synthesize data to produce interim and final reports to be provided to funders, collaborators, NFCB staff, and the broader public media system.
- Work with NFCB's COO to track project expenses.
- Other duties as assigned.

Position Qualifications

Education:

- Bachelor's degree, project management certification preferred.

Experience

- At least two years of experience in project management and administration;
- At least two years of experience using the Google Suite in a work setting;
- 2+ years of experience in workforce related fields strongly preferred.

Knowledge, Skills, and Abilities:

- Analytical mindset with rigorous attention to detail;

- Strong mastery of Excel with an ability to explain graphic information effectively;
- Excellent interpersonal, diplomatic, and verbal/written communication skills;
- Strong customer service skills;
- Interest in public media organizations and the public media system;
- Well-developed ability to multitask while retaining organization;
- Keen understanding of prioritization and an ability to work on multiple aspects of the project under a tight deadline;
- Demonstrated ability to work collaboratively in teams and with internal and external stakeholders;
- Ability to read and absorb complex contracts, policies, rules, etc. and extract the information needed to ensure compliance with each.

About the National Federation of Community Broadcasters

The National Federation of Community Broadcasters serves locally-based media organizations by providing customized services that advance their impact and optimize their organizational capacity. Founded in 1978, NFCB is the oldest and largest national organization dedicated to community stations within the public media system. Our mission is to provide customized and innovative services that optimize community media's capacity to serve their communities and engage them in their service. Our vision is a nation informed and entertained by a robust local media service that values the citizen above the consumer, strengthens our democracy, supports creative expression, and contributes to the health of the communities it serves.