

Project Manager/Community Housing Liaison

On November 22, 2021, Jackson Housing Commission (JHC) and the City of Jackson, as co-grantee, were awarded a \$450,000 FY 2021 Choice Neighborhoods Planning Grant (“Planning Grant”) for the distressed public housing development known as Reed Manor and the surrounding Downtown Neighborhood. Throughout the 2-year planning process, JHC, the city, community residents, and local leaders will develop a comprehensive, resident-led plan (“Transformation Plan”) to revitalize and transform Reed Manor and the surrounding Downtown Neighborhood. JHC is seeking a dedicated Community Housing Liaison/Project Manager who will be responsible for management of the Planning Grant.

This is a two year position with full benefits. Annual salary \$45,000. This is a hybrid job environment with a combination of remote work and time in the office.

Position Summary

Day-to-day project management and communicate progress of the Choice Neighborhoods planning effort.

Position requirements

Bachelor's degree preferred, several years experience in budget management, project management. We are also seeking someone established in community engagement in the City of Jackson.

Individual will work with community housing providers identify their specific needs that will increase the usability and effectiveness of community/clinical care partnerships. To be successful, the Project Manager must be deadline oriented, flexible, willing and eager to learn, have excellent written and oral communication skills, strong interpersonal skills, be able to build and maintain a good rapport with diverse stakeholders, be organized and a team player. Individual must have flexibility to attend community meetings that sometimes take place in the evenings.

Essential Functions

- Assist with facilitating meetings with key stakeholders
- Assist with community engagement
- Help facilitate regular Choice team calls on a bi-weekly basis
- Administration and HUD Correspondence:

Work with Planning Coordinator LBBA to prepare and submit quarterly reports to HUD and JHC **Work with JHC to monitor the Choice Neighborhoods budget including expenditures by line item** Monitor planning schedule and achievement of HUD milestones and deliverables to make sure everything is completed and delivered on a timely basis

- Maintain a professional working relationship with HUD; prepare responses to HUD questions **Submit required deliverables to HUD according to the Grant Agreement (note: it is the responsibility of JHCs procured Planning Coordinator, LBBA, to prepare the Transformation Plan)**
- Schedule and facilitate HUD monthly meetings (agendas, minutes, etc.)
- Publicize community meetings through all appropriate channels
- Set up Steering Committee and Working Group meetings, schedule and confirm attendance. Package meeting materials (content may be provided by others), take meeting minutes, distribute minutes Compile, analyze and communicate housing agency feedback
- Work with JHC to update and publicize information about Choice Neighborhoods planning effort, including through electronic platforms such as Facebook, Twitter, project website, etc.
- Assist with the creation and distribution of newsletters about the Choice Neighborhoods effort and progress **Assist with press releases as appropriate**
- Publicize community meetings through all appropriate channels
- Build and maintain effective relationships with various JHC staff, the Planning Coordinator, the Choice Neighborhoods team, community residents, community partners and the HUD team; interact with a variety of stakeholders from diverse backgrounds; provide important feedback on regular meetings with partners and interaction with HUD.
- Gather, analyze, raw data (survey results, recordings, interview notes, ongoing feedback).
- Identify target groups, prioritize specific needs and propose solutions.
- Work with JHC and the Planning Coordinator to help develop, and carry out resident engagement strategies and obtain community input regarding Choice Neighborhoods efforts. Project Manager will also assist with, attend, and provide logistics support for community engagement activities (surveys, focus groups, stakeholder interviews, public workshops and meetings, secure meeting space, order food, etc.).

- Make public presentations to community organizations and other stakeholders to keep community informed of progress
- Collaborate with housing agencies to launch new technology and processes
- Embed methods to repeat full feedback-to-implementation process with housing agencies

Equal Opportunity Employer

Please submit resumes to d.davis@jacksonhousing-mi.org, fax 517 990 0181 or mail to Project Management Position, Jackson Housing Commission, 301 Steward Avenue, Building C, Jackson, MI 49201
For more information, please visit www.jacksonchoice.com