



Job Opening Project Manager

East Boston Social Centers is a multi-service agency and community center that cultivates community, belonging, and joy. Founded in 1918 to welcome and support immigrant families, East Boston Social Centers continues to proudly embrace “welcome” in all we do. Our core services range across educational, social, and recreational programs to support the diverse community of East Boston and our neighbors of all ages. For over a century, our programs and services have welcomed neighbors of all ages, interests, and backgrounds through our doors. Each year, we provide direct programming for 3,000+ children, teens, and adults, with an additional 30,000+ people benefiting from our meeting spaces and community events.

"When all give, all gain." This is so much more than a motto at East Boston Social Centers. We seek to ensure all have an opportunity to give and to gain, and recognize the critical importance of being a diverse, equitable, and inclusive workplace and organization, where all belong. We actively seek and encourage a diverse and inclusive workforce that is reflective of our communities. We are strengthened by this vitality and wealth of life experiences. If you are encouraged by an opportunity to do your best work in an environment where your contributions are valued, come join us.

Reporting to the Director, Convening and Evaluation, the Project Manager oversees the day to day operations for the Resilient Families framework at the East Boston Social Centers including coordinating the Steering Committee; building a cross sector set of stakeholders by recruiting, supporting, and engaging community partners in subcommittees; and ensuring diversity, equity and inclusion and parent/family leadership are centered in the work.

Primary Responsibilities

- Executes the evaluation and reporting framework, including regular stakeholder reporting
- Oversees the work of the Data Manager
- Creates an efficient data management schedule in line with Parent Leader activities
- Creates protocols for Steering Committee Subcommittees and facilitate subcommittees
- Works with community collaborators across multiple sectors
- Coordinates Administrative work for implementation and tracking of partnerships and for grant implementation
- Serves as liaison to Parent Partners, the data team, and parents to make initiative parent driven
- Assists Director, Convening and Evaluation with implementation of work as assigned

Qualifications

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience downloading, analyzing, and extrapolating data for analysis and reports

- Proficient experience using Excel and/or other data software
- Familiarity with various software including word, PowerPoint, Excel, and other systems
- Strong organizational skills - meticulous, thorough, and detail-oriented
- Proven ability to work effectively with diverse multi-stakeholder group—ensuring inclusion and belonging for people from diverse cultural, economic, and professional backgrounds
- Excellent communication and organizational skills
- Empathetic personality; uses a strength based approach to family support

Education/Experience

Bachelor's degree and 4 years' experience overseeing, coordinating, or managing public health projects or programs, or a comparable combination of education and experience

Compensation and Benefits

Target hiring range is \$60,000 to \$70,000. We offer comprehensive benefits including health and dental insurance, 403b retirement plan, 12 paid holidays, PTO (vacation, sick and personal days), Life/Short/long-term disability, childcare assistance, and more. The Social Centers has a family environment and embodies our motto "when all give, all gain."

To Apply:

Please send cover letter and resume to fritzau@ebsoc.org

East Boston Social Centers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.