



## **JOIN OUR TEAM!**

iACT is looking for a rockstar Project Manager.

**Location:** iACT HQ in Hermosa Beach, California. This position will start part-time at 20 hours a week with the intention of becoming a full-time position.

**Salary and benefits:** Competitive for an international NGO and Los Angeles-based nonprofit (starting hourly rate depends on experience); flexibility to work from home or remotely for 50% of weekly hours will be available after initial six-month period; once full-time, health benefits and vacation pay available. iACT offers benefits in accordance to CA state law.

**Start Date:** August 15th, 2019

## **iACT: WHO WE ARE**

iACT is a Los Angeles-based organization whose mission is to aid, empower, and extend hope to those affected by mass atrocities. iACT was established in 2009 in response to the Darfur crisis and since then has grown into a team of experts providing humanitarian action. In the U.S., we implement campaigns and leadership development in the U.S., iACT provides tools and training necessary to create a new culture of participation for people facing and responding to humanitarian crises. Globally, iACT believes that to create a healthier humanitarian system, displaced communities must have ownership, agency, and voice over the daily decisions, programs, and solutions that affect their lives and futures. iACT education, sports, leadership, and livelihoods programs are led by trained refugee men and women and adapted by each community. Through this model of empowerment, iACT programs create lasting and sustainable impact and can be replicated around the world.

## **PROJECT MANAGER RESPONSIBILITIES**

**While working in a team environment, the Project Manager is responsible for overseeing aspects of iACT projects, including leading and providing key support for campaigns, events, and programs:**

- Facilitate and coordinate project, campaign, and event meetings that lead the team from visioning to weekly updates to reflection;
- Develop a detailed project plan to monitor progress and revise as appropriate to meet changing needs and requirements;
- Manage and execute details of projects and programs, keeping the team aligned and on track with project goals and vision;
- Set deadlines, assign responsibilities and monitor and summarize progress of project;
- Develop and maintain positive working relationships with team members, partners and other stakeholders—during and after project completion;
- Develop and support execution of talking points and media strategy;
- Provide support to all iACT team members;
- Manage outreach for and inventory of project, program, campaign, and event items, equipment, and gear;
- Create messaging and outreach plans for campaigns and events and execute on plans;

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- Ensure the timely and effective delivery of campaigns, events, and services with quality and within the agreed upon budget;
  - Maintain an overview of past projects, coordinate regular follow-up for quality assurance and to maintain relationships;
  - Contribute to fundraising initiatives, including digital media campaigns and events; and
  - Represent iACT at community events.

## **EXPERIENCE**

- Bachelors degree
- 2 to 4 years project management and leadership experience
- Project management experience of local or national projects, campaigns and events preferred but not required
- Digital media and communications
- Facilitating, building, and managing partnerships and relationships
- Working in a team to successfully accomplish goals

## **TRAINING IN OR FAMILIARITY WITH (but not required):**

- Project Management
- Volunteer and/or team management
- Social-emotional development tools
- Mindfulness
- Trauma-informed
- Restorative practices
- Conflict resolution/transformation
- Social justice and social change models
- Community-resilience

## **WHO YOU ARE**

**You aren't afraid to challenge the status quo.** You place the beneficiary community at the center of all that you do. You want to disrupt the traditional, top-down aid and service model and amplify and support refugee-led solutions from ideation to implementation.

**You're a self-starter.** You see something broken, bring the team's attention to it, lead the discussion on possible solutions, and design and implement a process to fix the problem. You have a great idea, and you make it happen. You can also take direction and run with it. You thrive in a self-directed and casual work environment.

**You're a natural leader.** You have charisma and are comfortable working with groups of people, including the refugee community, local and international partners, students, donors, and more. You are a compassionate listener. You can influence others to join the team and mission.

**You have great communication skills.** You're a great communicator online and offline. You recognize that the ability to effectively communicate with internal and external stakeholders is vital to this position. You have a strong ability to work independently, but can also cooperate effectively as a part of teams and feel confident presenting in front of groups of people.

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**This isn't your first rodeo.** You have competency and experience in project management and can manage a lot of moving parts. You also feel confident traveling to developing countries and working in new places and contexts and amongst uncertainty.

**You have strong oral and written communication skills.** You are concise and efficient. You value attention to detail. You care about the little things and carry out your work with thought and integrity.

**You value self-care and humor.** You do what you need to do to stay healthy and you believe a sense of humor is a must.

**You're multi-skilled.** You have a fun, flexible, and hard-working attitude. You're resourceful and computer savvy. You're excited to work in a tight-knit, fast-paced environment with diverse professionals, technical experts, interns, and volunteers!

**You're in it for the long haul.** You recognize that this is a multi-year, high-intensity position that will be time-consuming but extremely rewarding personally and professionally.

**To Apply:**

Please send your resume, cover letter, and contact information for three references to Danielle Kercher at [danielle@iactivism.org](mailto:danielle@iactivism.org). Please put in the subject line: Project Manager Applicant.

iACT welcomes diversity and does not discriminate on any basis, including age, gender identity, nationality or sexual orientation. Our team consists of parents and non-parents, self-taught and degree-educated. We seek to build a culture that allows everyone to fully bring themselves to the organization. We value vulnerability, honest exchanges, and respect each other for who we are.

Thank you for your interest and we look forward to learning about you!