

**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** SC2 Project Manager

**REPORTS TO:** Director of Strategic Initiatives & Partnerships

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**About the SC2 Collaborative**

Nonviolence Chicago is serving as the hub for the SC2 initiative in the Austin community. The SC2 Austin Collaborative came together to begin scaling their promising programs throughout Austin to achieve community-level violence reduction by scaling up services to individuals at highest risk of violence. This unprecedented level of coordination, alignment, and investment in direct service provision to the highest risk individuals will not only provide lessons for local replication but may also serve as a model that can be deployed in other cities across the nation.

**POSITION OVERVIEW:**

As the only staff member focused exclusively on the SC2 project, the Project Manager is a critical member of the SC2 Collaborative team. Nonviolence Chicago is seeking a detail oriented and proactive person who can collaborate with multiple types of program staff including outreach workers, clinicians, program managers, and site directors from Nonviolence Chicago and SC2 partner organizations. This position requires flexibility and the ability to thrive in an evolving environment.

The Project Manager will work closely with the Director of Strategic Initiatives and Partnerships to ensure alignment between the Street Outreach Department and the implementation of the SC2 initiative in all Nonviolence Chicago neighborhoods. The Project Manager reports to Nonviolence Chicago's Director of Strategic Initiatives and Partnerships and will work closely with cross functional teams within Nonviolence Chicago including outreach, policy, and programs. The SC2 Collaborative expects this position to reflect the collective efforts, be able to represent each organization's work together, and to also jointly report to SC2 partner's leadership.

This position will be based on the west side of Chicago (in Austin and West Garfield Park) with the flexibility to work from home up to two days per week.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Facilitate organizational planning and implementation with SC2 Collaborative leadership.
  - Support bi-weekly steering committee meetings by creating agendas, managing meeting invites and attendance, and capturing next steps.
  - Facilitate successful implementation by knowing the details of all aspects of the Collaborative and leveraging the steering committee when their leadership and decision-making authority is needed to move the work forward.
  - Generate bi-weekly implementation reports for the Collaborative leadership to convey specific task status, any challenges experienced, and areas for input.
  - Serve as main contact for the Evaluation partner, who will be conducting both process and impact evaluation.
- Develop and track an implementation work plan with guidance from the Steering Committee
  - Track progress toward agreed upon goals.
  - Inform all partners if a workstream falls behind schedule and troubleshoot how to get back on track; maintain an up-to-date risk list for each workstream.
- Support work groups to ensure each work stream remains on track; outreach/dashboard, care coordination, data, workforce development, and communications.
  - Develop agendas for each work group meeting.
  - Facilitate meetings and capture next steps.
  - Communicate with work group members in between meetings to ensure agreements upon tasks are completed on time.
  - Feed questions and items for feedback up the Steering Committee as needed.
- Recognize opportunities for communication and problem solving across work groups; elevate these to the Steering Committee as needed.
- Ensure clear and open communication between partners.
  - Assist with communication flow between partners as well as within each organization.
  - Communicate implementation challenges to relevant organizational leaders.
- Have the ability to speak publicly about the Collaborative to a range of audiences and share lessons learned with others in the field.
- Report progress and accomplishments to philanthropic partners.
  - Communicate program, implementation and impact to funders (in partnership with CEO, COO and Director of Strategic Initiatives)
  - Liaise with evaluation partners to track and communicate collaboration process and impact on community-level violence.

**QUALIFICATIONS:**

- Bachelor's degree required; master's degree preferred.
- Three years of project management experience
- Incredibly detail oriented, with the ability to produce high quality work efficiently and with minimal oversight.
- Willingness to take proactive ownership of projects and meet deadlines; ability to communicate roadblocks and propose solutions.

- Ability to navigate ambiguity and be a strong self-starter; generate original ideas and to solve complex problems.
- Ability to listen to feedback from multiple people, each with their own priorities; and synthesize various viewpoints.
- Willingness to work beyond the stated role for the better of the team.
- Experience working with a distributed workforce is a strong plus.
- Knowledge of community violence intervention strategies or other related human service interventions.
- Experience working in a with communities of color.
- High integrity and alignment with the collaborative's mission and partners organization's values including commitment to social justice and racial equity.
- Ability and commitment to maintain high level of confidentiality.
- Ability to understand and follow safety/security practices.
- Ability to work in high pressure situations.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.