



Job Description

Employee Name:	
Job Title:	Project Manager
Reports to:	Director of Community Programs and Fun
Position Classification	Independent Contractor
Wage Classification:	Per Contract
Date:	11/8/17

JOB SUMMARY

The Project Manager for the Talk it Up grant project will be responsible for tracking and running the installation of an environmental design graphic treatment designed to cue caregivers to take advantage of everyday playful learning moments with their children in public spaces. These graphic treatments will be placed in partner sites located in low-income neighborhoods throughout Philadelphia. This project builds on research completed by researchers from Temple University that suggests that small graphic interventions can significantly impact the quality of caregiver-child talk. This position will oversee the smooth installation and maintenance of project materials at partner sites, maintain positive relations with all partners, keep diligent records of all relevant project data including: notes on site partnership relationships, maintenance and condition of prompts, and caregiver-child interactions at partner sites.

The position is grant-funded and requires a two-year commitment.

Responsibilities

- Lead material installation, maintenance, and take down
- Collect and enter data
- Supervise and recruit additional data collectors
- Maintain site partner relations
- Participate in prompt design process
- Act as liaison among all partners (incl. Smith Playground employees, University researchers, data collectors, representatives at all partner sites, and community members)

Baseline Knowledge & Skills:

- Experience/training in conducting research with families
- Completion of background clearances, including PA Child Abuse History and criminal background check

Education / years & type of experience: Bachelors required, 2 years' experience collecting and entering both qualitative and quantitative data

Abilities (baseline requirements for someone to come into the job and succeed):

- Highly organized
- Good problem-solving skills
- Able to lift 50 pounds

- Access to reliable personal transportation
- Can work well with a range of people
- Excellent written and oral communication skills

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all the job responsibilities, duties, skill, or working conditions. In addition, this document does not create an employment contract, implied or otherwise, other than an "at will" relationship.