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“Preserving Our Past, Investing In Our Future”

Job Title: **PROJECT ADMINISTRATOR-JOHN COLTRANE MUSEUM & CULTURAL ARTS CENTER**
Reports to: Executive Director
Salary: \$20-\$25/hour based on experience
FSLA Status: Part-time (20-25 hours)
Location: Philadelphia, PA

ABOUT STRAWBERRY MANSION COMMUNITY DEVELOPMENT CORPORATION:

Since 2004, the Strawberry Mansion Community Development Corporation (SMCDC) has worked diligently on its mission to promote sustainable revitalization through residential, commercial and economic development, historic preservation and the empowerment of the Strawberry Mansion community. Through its neighborhood planning efforts, the SMCDC has partnered with the Philadelphia Commerce Department, Fairmount Park Conservancy, The University of Pennsylvania and Jefferson University to develop comprehensive neighborhood plans for residential and commercial corridors, repurposing vacant schools and industrial sites as well as plans for East Fairmount Park. Its development efforts include collaborations with Friends Rehabilitation Program (Strawberry Mansion Townhomes), Community Ventures (Cecil B. Moore Homes) on homeownership, and with Philadelphia Housing Authority on several affordable housing projects (Oakdale, Gordon and Berks Apartments). Recent collaborations on community amenities include the Septa's 33rd & Dauphin Street Bus Depot, Community Partnership School and the Discovery Center. To date, the SMCDC has represented the community in over 500 million dollars of public and private development. As development opportunities continue to surge, the SMCDC is committed to strengthening the community's position by promoting change that is inclusive of neighborhood plans and resident needs.

ABOUT THE COLTRANE HOUSE & JOHN COLTRANE MUSEUM & CULTURAL ARTS CENTER PROJECT

The Coltrane House was built in 1903 and is currently designated a National Historic Landmark, is on the National Register of Historic Places, and is listed on the Philadelphia Register of Historic Places. A marker honoring John Coltrane from the Pennsylvania Historical & Museum Commission was placed in front of the house in 1990. As such, all work performed on the house is to conform to the Secretary of the Interior's Standards for Rehabilitation guidelines to ensure appropriate repair methods that preserve the integrity of the historic architecture. The Coltrane House is described as “the Philadelphia home of renowned jazz composer and performer, John

Coltrane, between 1952 and his death in 1967” and all work prescribed for the house is to reflect that period of significance. SMCDC has always viewed the house where Coltrane, his mother and cousin Mary lived as a significant cultural and community asset that represents the community’s long-time relationship to jazz and Fairmount Park. With a grant obtained from the Community Design Collaborative they were able to obtain the John Coltrane Museum and Cultural Arts Center Site Feasibility Study. This feasibility study will serve as the basis to develop and implement a plan to restore the house as a museum, preserve the row’s architectural character, create a gateway to Strawberry Mansion and provide a center where jazz music can heard, studied and appreciated.

POSITION SUMMARY:

Strawberry Mansion Community Development Corporation is seeking a Project Administrator to provide technical assistance and professional coordination with hands-on leadership in the development of the John Coltrane Museum and Cultural Arts Center. The Administrator is responsible for collaborating with multiple consultants, agencies, and the community in creating a working plan to develop, grow and implement strategies and coordination for the project. Project Administrator will work directly with communication, engagement, capital campaign, development and advisory consultants, construction representatives, staff and volunteers to build relationships with stakeholders that are key to the implementation of the project. The Administrator will provide administrative support to ensure data and applications are kept up to date.

RESPONSIBILITIES:

- Work with SMCDC, community residents and stakeholders to provide guidance to implement the project for the greatest outcomes and benefits
- Coordinate with executive director and consultants to provide program/project planning and develop related-operational procedures to assist the project in the successful completion of goals
- Serve as a liaison between project partners (SMCDC, consultants, funders, etc.)
- Assist with event planning and execution
- Implementation of community engagement and outreach strategies
- Collect, track, and deliver required documentation, data, and reports on a timely basis
- Implement communications and marketing strategies to Strawberry Mansion residents and variety of stakeholders

QUALIFICATIONS AND SKILLS:

- Commitment to SMCDC mission and values
- Past experience with and/or knowledge of community development work
- Experience working in a government agency, nonprofit organization or other business experience
- Project coordination and/or management experience
- Knowledge of navigating city agencies and funding entities

- Demonstrated ability to meet stakeholders needs, problem solve and collaborate with others
- Proficient in MS Office applications (especially Word and Excel)
- Community engagement and outreach experience is preferred
- Excellent written and verbal communication skills, public speaking, presentation delivery, email writing and marketing (newsletters, social media, email, flier creation)
- Valid driver's license
- Ability to work evenings and Saturdays when needed
- Ability to work both in-person and remotely (hybrid) as needed

TO APPLY:

Submit cover letter and resume to tonnetta@strawberrymansioncdc.org, no later than February 25, 2022. Please include "Project Administrator" in the subject line of your email. No phone calls please.

EQUAL OPPORTUNITY EMPLOYER:

SMCDC provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by the Project Coordinator. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has the sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.