



Digital Equity Project Manager

Community Tech NY (CTNY) builds and supports healthy, resilient, consentful, digital ecosystems rooted in community needs. We connect our partners with technology teaching tools, direct project support, and community technology practices. Our goal is to support collective self-determination through community choice and governance of technology, especially as we address emergent challenges and risks related to technological advancement and climate change. To do this, CTNY cultivates sustainable community ownership of data and the long-term stewardship of neighborhood technologies that support health, well-being, and access to opportunity. CTNY is a sponsored project of the Allied Media Projects (AMP).

We are seeking to hire 1-2 individuals, based in NYC, to serve as a Project Manager (PM) and/or Operations Manager to join our team to support our work building digital equity in New York City and State. Among other contributions, the PM is responsible for ensuring that the documentation of goals, mission, and project duties are clear and actionable for all team members, and for managing and meeting the Director's expectations and the successful delivery of work products. To fulfill these duties, the PM leads the documentation of all Partner programs. This role will evolve as the organization evolves; new responsibilities will emerge and additional contributions may be requested. The PM reports directly to the Director of Partnerships and Engagement. Specific responsibilities will be discussed with finalists. General Responsibilities include:

Responsibilities for Project Manager

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner



- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Coordinating, scheduling, and attending meetings, workshops, convenings; conducting post-workshop follow-up and evaluation
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Support proposal development and fundraising as needed.

Qualifications for Project Manager

- Bachelor's degree or equivalent experience
- 3-5 years of project management and related experience, ideally in a dynamic, fast-paced environment
- Experience with Asana is highly preferred
- Proven ability to solve problems creatively and willingness to take initiative and approach challenges as opportunities to grow and learn
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical and organizational skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Ability to convey complex information for different audiences
- Group leadership experience



- Experience working with community-based organizations and nonprofits strongly preferred
- Knowledge of internet protocols, network administration, or wireless a plus (but enthusiasm for learning more important)

Salary is \$55,000-\$75,000 based on experience. Benefits include vision, dental, medical insurance. Interested candidates should send a cover letter and resume to info@communitytechny.org by May 21st. Applications will be reviewed on a rolling basis with a decision made by May 31st. Ideal/earliest start date is June 14th, 2021.

CTNY and our fiscal sponsor the Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.