



# WE ARE HIRING A SENIOR PROJECT MANAGER.

- Full-time position, working remotely due to COVID-19
- Annual salary range of \$80,000-\$90,000, plus excellent benefits

## Applying for the job

Please submit a one-page cover letter and your resume – both in pdf format – to [hirings@thecivicedge.com](mailto:hirings@thecivicedge.com) at your earliest opportunity with Senior Project Manager in the subject line. No phone calls, please.

## Our company

Civic Edge Consulting is a woman-owned, employee-led communications company based in San Francisco. We work with government agencies and non-profits across the Bay Area. For our clients, we cultivate thoughtful engagement, craft creative messaging, provide savvy strategy, grab media attention, and deliver top-notch events — to strengthen and improve the communities in which we live and work. Our largest areas of work right now are focused on transportation, infrastructure, and resilience planning communications and community engagement. In terms of client work, our new Senior Project Manager will work exclusively within our resilience planning area of the company.

## Working towards a race equity culture

As a company, we aspire to transform our work culture to a [race equity culture](#), where we are proactive in our counteraction of racial and social inequities inside and outside of our organization. We recognize that systemic racist structures continue to play out in work structures like ours and that we are in the very early stages in our journey. To guide our process, we are currently undergoing a collaborative company-wide process to develop a Racial Equity Framework.

A Racial Equity Framework is a lens for thinking about equitable outcomes for all communities and strategies for reducing barriers to social and economic mobility in the work we do and in “how” our work is being completed. Reviewing our hiring process will be a part of the Racial Equity Framework development process and incoming staff now will have the opportunity to engage and shape this work if it is of interest.

We value, and seek to practice, self-awareness, and are looking for a new team member who is committed to centering racial and economic equity in their life and work.

## **Are you our next Senior Project Manager?**

As our next Senior Project Manager, you will be responsible for working closely and collaboratively with a team working exclusively to design and implement communications and community engagement approaches for resiliency planning efforts. You will also contribute to new business development for the company and provide high-level contract and budget management.

Senior Project Managers possess a clear understanding of what needs to happen and when things need to get done at any given moment. We expect our Senior Project Managers to act swiftly, to think around corners, and to take the lead to ensure the teams they manage are fully aware of project details and that all deliverables meet deadlines, within budget, and exceed client expectations.

Due to the ongoing COVID-19 pandemic, our work currently primarily happens virtually – with staff working remotely. In the event that you need to come into the office or attend a meeting or event in-person, we want to make sure you are safely doing so, and [SF's strict health and safety guidelines](#) will be followed. The safety and wellbeing of our staff is a top priority and we do not require anyone to perform work in-person who does not feel safe doing so.

### **Senior Project Manager responsibilities**

- Manage the day-to-day needs of your clients and project teams.
- Design and implement community engagement approaches that address the needs of the Bay Area's diverse communities.
- Design and implement communication strategies from start to finish, from brainstorming innovative ideas to working closely with graphic designers to bring your vision to life.
- Design and implement media strategies, including drafting press releases and talking points, along with local, state, and national media pitching and tracking.
- Represent our clients work at community meetings and events.
- Utilizing our project management system Asana to assign tasks and manage the workflow of your projects.
- Closely manage client contracts and project budgets.
- Pursue personal growth and skill building opportunities.
- Attend company meetings and trainings.
- Fully support your teammates and contribute to a welcoming and trusting environment.

### **About you**

- You have a background in or passion for resilience work and San Francisco's waterfront.
- You have a collaborative leadership style and enjoy working in a fast-paced team setting.
- You have an ability to think on your feet in response to changing circumstances.
- You possess excellent verbal communications and writing skills.
- You have experience providing crisis communications.
- You have expertise in developing communications for complex topics and issues.
- You have demonstrated experience leading teams of varying sizes and exhibit cultural responsiveness and humility.



- You possess a commitment to equity and demonstrated experience in working and providing feedback respectfully and professionally in diverse, multi-cultural settings.
- You have a strong familiarity with local political issues and government operations.
- You have at least five years of experience working in communications, community engagement, urban planning, or another related field or a Master's degree in one of those fields.

### **Compensation and expectations**

This is a full-time, salaried position with a salary range of **\$80,000-\$90,000**. We cover 100% of health, dental and vision insurance plan costs, contribute \$500 a year to an FSA program, offer a monthly commuter benefit, a monthly cell phone, a monthly internet stipend, and a generous 401k match to all of our full-time employees.

We will provide you with a company laptop and will help to make sure you have the equipment you need to do your remote work comfortably.

Due to the nature of our client work at Civic Edge, you will be asked to put in long days, including occasional evenings and weekend days for client meetings, events, and other time sensitive initiatives. To balance the busy times, we do our best to support you in taking breaks whenever possible. We understand that work-life boundaries can easily be blurred, even more so now as our team works remotely. With that in mind, we will commit to helping you to achieve balance at work and your career goals by encouraging and supporting professional development and growth opportunities, scheduling regular check-ins between our staff and members of the company leadership team, and offering thoughtful review sessions.

### **Civic Edge's equity commitment**

We strive to advance equity and diversity in all that we do. We recognize that we are made stronger by our ability to collaborate and leverage our diversity across race, gender, age, upbringing, education, talent, and life experience. We are an Equal Opportunity employer, and particularly encourage applications from members of communities disproportionately impacted by systemic racism and oppression, including Black communities, Indigenous communities, communities of color, and historically marginalized communities, such as people with disabilities and LGBTQ+ community members.

We provide a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices.

### **Living Wage**

Civic Edge has adopted a policy to pay all our employees and contractors a minimum salary that equals a "Living Wage" for San Francisco. A "Living Wage" is calculated based on who is in the household, including number of children and other adults working. According to the [MIT calculator](#), for 2020, a "Living wage" in San Francisco is \$64,500 per year or \$31.80 per hour for one adult, no children.

