



JOB ANNOUNCEMENT

PROGRAM-PROJECT MANAGER
Rich Township Administration Department

Rich Township is one of 29 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park and University Park.

The Program-Project Manager

Position: The Program-Project Manager requires someone who is innovative, organized, and dependable. You must be detail-oriented and a master collaborator, ready to prepare, plan and implement program initiatives and monitor their progress to completion. The Program-Project Manager works during regular business hours, although additional hours are likely because of a heavy workload and some evenings and weekends as required.

Responsibilities: Under the supervision of the Rich Township Administrator, duties include, but are not limited to:

- Develop an effective plan of action for running our programs/projects from inception to completion.
- Manage daily operations that support and implement our current program/project objectives.
- Strategically map out a program schedule and timeline and ensure it is followed.
- Ensure the smooth and proper functioning of current programs/project.
- Assess and manage program/project risks.
- Suggest innovative plans and processes to improve program/project functions.
- Develop work systems and processes that effectively drive productivity.
- Suggest and help create marketing initiatives to increase awareness of the program/project.
- Set goals for the programs/project and track progress, setbacks, and overall performance.
- Seek out new and creative program/project ideas to implement.
- Help secure, seek funding and management i.e., Grants, donations, contributions.
- Prepare strategic vision and strong leadership while directing programs/project.
- Report detailed status updates to leadership and executive team.
- Coordinate with department heads and other stakeholders to create detailed implementation plans. This includes deadlines, milestones, processes, and risk mitigation protocols.

- Attend meetings, talk with other staff members, attend board meetings, and meet with various organizations and businesses.
- All other related duties as assigned.

Education & Qualifications:

- Bachelor's degree in management, human services, or related field
- Proven track record as a successful program manager, project manager
- Strong problem-solving, negotiation and communication skills
- Critical strategic thinker
- Basic accounting and data management skills
- Strong business sense
- Demonstrated leadership skills
- Ability to multitask
- Problem-solving skills
- Written and verbal communication skills
- Proficient using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.)

Salary: Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase "Program Manager" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.