

# HIRING WELL, DOING GOOD – GWINNETT PROGRAM MANAGER

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is for Georgia's communities to be the most vibrant in the country.

To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public, and help effective and innovative social enterprises deliver results in their communities. Our ultimate goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

With offices in Peachtree Corners (greater Atlanta) and Columbus, GA, GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Hiring Well, Doing Good Program Manager who is a self-starter, enjoys working with a team, loves new challenges and, above all else, desires to enrich the lives of other people.

The Program Manager is a full-time position.

## POSITION DESCRIPTION

We are looking for a dynamic and detail-oriented Program Manager to help us achieve our mission with the *Hiring Well, Doing Good* initiative. The Program Manager will be responsible for driving our *Hiring Well, Doing Good* work, starting in Gwinnett County and later expanding into the greater Atlanta market, in particular driving community engagement, helping coordinate messaging, and day-to-day administration for the program.

The ideal candidate will be organized, possess excellent written and verbal communication skills, and will thrive in a dynamic and fast-paced environment. They must also be proficient in using common software and internet-based technology, including the Microsoft Office suite, Slack, Zoom, and Google Suite. Familiarity with Salesforce is preferred but not required.

## RESPONSIBILITIES

### Working with community partners:

- Develop and maintain a list of community partners and upcoming events
- Recruit community partners in *Hiring Well, Doing Good* efforts
- Organize outreach with community partners and coordinate events, including following-up, as needed
- Provide training and onboarding for new partners, volunteers, and occasionally job seekers
- Build and maintain relationships with community partners
- Form and host committees of community partners to help drive outcomes

**Working with the GCO team:**

- Maintain understanding of current implementation challenges and develop comprehensive solutions to address them
- Work with other GCO team members to ensure effective communications and development efforts on behalf of the program
- Collaborate with other GCO program team members
- Work with GCO's Product Manager to ensure continuous improvement to GCO's *Hiring Well, Doing Good* job platform

**Communications:**

- Communicate the objectives of *Hiring Well Doing Good* to the community and potential partners
- Facilitate ongoing communication between *Hiring Well Doing Good* partners by hosting regular conference calls, in-person meetings, and/or coordinating regular email updates to ensure alignment of activity
- Plan and manage logistics and attendance for community events
- Create and/or manage creation of scheduled summary reports of *Hiring Well Doing Good* progress for Steering Committee, Partnership Board, and external audiences

**Data collection, analysis, and reporting:**

- Coordinate indicator refinement with Subcommittees and Steering Committee
- Ensure all partners are aware of targets and indicators
- Create and/or manage creation of scheduled summary reports of *Hiring Well Doing Good* progress for Steering Committee, Subcommittees, and external audiences
- Provide regular updates to GCO leadership and team members on program outcomes and participation

## QUALIFICATIONS

- Demonstrated commitment to and alignment with GCO's core values and strategic principles
- College degree required
- Integrity in managing sensitive and confidential information
- Minimum of 5 years of work experience, including 2 or more years of proven community outreach and coordination experience
- Demonstrated success in building and maintaining relationships with senior executives
- Demonstrated ability to build effective relationships with a range of stakeholders
- PMP certification preferable; advanced project management skills required
- Ability to thrive in a fluid, unstructured, entrepreneurial environment
- Flexibility and the ability to work autonomously as well as take direction as needed
- Commitment to collaboration with GCO team members and external stakeholders
- Strong analytical and critical thinking skills
- Strong community engagement and facilitation skills
- Excellent interpersonal and communication skills (written and oral)
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives

## COMPENSATION & BENEFITS

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and paid time off. This position also offers the right candidate significant opportunities for professional development and growth.

We are looking for people who share our values of innovation, passion, excellence, and impact. For more on GCO, go to [www.GeorgiaOpportunity.org](http://www.GeorgiaOpportunity.org).

## PROCESS

Interested candidates are asked to provide the following to [careers@georgiaopportunity.org](mailto:careers@georgiaopportunity.org):

1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and salary requirements
3. Two professional references