



ERIC GARCETTI
MAYOR

SENIOR PROJECT MANAGER, HOMELESS STRATEGIES

Location: Downtown Los Angeles
Terms: Full-Time, Exempt Position

Under direction of the Homelessness Policy Director, the Senior Project Manager (SPM) will lead the successful development, coordination, execution, and completion of projects that respond to the needs of those experiencing homelessness in Los Angeles. The work of the SPM will focus on but not be limited to executing the Mayor's Street Engagement Strategy. The SPM works in close collaboration with City departments, LAHSA, community stakeholders, and other system partners within the city and county. The ideal candidate will enjoy working in a fast paced environment, managing many competing priorities and constituents and working efficiently under deadlines.

PRIMARY RESPONSIBILITIES:

Project Management:

- Manage a portfolio of highly visible projects from inception to completion, inclusive of facilities considerations, homeless services design, planning and implementation, and measuring effectiveness.
- Consider and advise on geographic need, feasibility, community implications, integration into the system of homeless services delivery, and overall project impact.
- Create and maintain clear project management tools and protocols that consider: goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.
- Define project scope, timeline, deliverables, milestones, and required tasks in collaboration with project stakeholders.
- Determine and manage project resources and procurement of vendors for project activities.
- Create strategic solutions with attention to system opportunities and barriers.
- Consistently and comprehensively communicate with project stakeholders to ensure shared understanding of deliverables and timeline.
- Proactively manage and escalate risks throughout the project lifecycle.
- Maintain process and documentation for request, tracking, and approving changes to project scope, deliverables and/or timeline.

Coordination:

- Coordinate all projects internally with City departments responsible for executing project tasks and deliverables.
- Collaborate on projects with organizational leadership to build buy-in and commitment of resources for current initiatives.
- Collaborate with stakeholders, including intergovernmental peers, elected officials, non-profit partners and general public, and community.

POSITION REQUIREMENTS:

Training and Experience:

- Formal Project Management certification preferred.
- Bachelor's degree from an accredited university; advanced degree highly desirable.
- At least three years relevant work experience managing projects
- Preferred strong knowledge of the social services field and/or successful management and implementation of homeless programs in the non-profit, government, or private sector.

Desired Competencies:

- The successful candidate will be collaborative and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency.
- Ability to establish excellent relationships and work cooperatively with individuals, groups and organizations diverse in mission, composition, function, and capacity.
- Knowledge and understanding of policy, systems and local programs that impact homeless persons and related public funding sources, regulations, requirements and procedure.
- Detailed-oriented, strong follow-through skills.
- Ability to take initiative, prioritize tasks, and work independently.
- Excellent communication skills, both verbal and written.
- Displays maturity and ability to work independently.
- Demonstrated flexibility, maturity and ability to juggle competing priorities.
- Communicates well with others and demonstrates strong interpersonal skills.
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures.
- Flexibility and a sense of humor.

Other Desired Skills and Requirements:

- Proficient in office software including Microsoft Office (Word, Excel, Outlook, and Project) and internet.
- A valid Driver's License is required.