The Project Manager provides senior level support to the Moving Forward Network (MFN), a national coalition of over 50 organizations including community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country’s freight transportation system. Working under the supervision of the MFN Project Director, and working closely with the MFN Policy and Campaign Director and MFN team, the MFN Project Manager will be responsible for managing priority programs and activities of the Network.

In addition, the Project Manager will also serve as a staff member of the Urban & Environmental Policy Institute, a community-oriented research and advocacy center with the mission to advance community-driven programs and policies to build healthy and thriving communities. UEPI's programs seek to link research and action through partnerships with grassroots community, environmental, and labor organizations in areas of food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues.

The Project Manager will provide grants administration and network management for the Moving Forward Network. The Project Manager will work with the Campaign Director and MFN team to support MFN’s campaign related activities, cultivate Network leadership and capacity building including work with community-based MFN Network members in need of technical assistance. The Project Manager will coordinate and manage contracts, invoices, reimbursements, and other administrative tasks to support the MFN and its membership. In coordination with the Project Director, the Project Manager will work with UEPI’s Grants Manager on matters related to MFN’s budget and administrative functions, such as negotiating and administering contracts, coordinating regional partners across the nation, engaging Network members around capacity building needs, and coordinating with other MFN partner organizations.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

1. Lead and manage MFN’s work with subcontractors--including development of contracts, invoicing, coordination of deadlines, problem solving, and providing manager-level oversight of subgrantee reporting and activities.
2. Coordinate with the UEPI Grants Manager to ensure MFN’s internal contract and budget documents are accurate and well maintained.
3. Manage MFN events and projects, such as the annual convening that involves arranging and managing travel, lodging, per diems, reimbursements, food and other conference planning and logistics.
4. Assist with project evaluation activities, such as conducting community needs assessments, community assets mapping, stakeholder interviews and focus groups.
5. Oversee Network activities undertaken by other project staff and student interns as needed.
6. Provide project management support to research projects and special committees/workgroups as needed.
7. Manage administrative staff and student workers as needed.

REV. 02/2022
8. Work in collaboration with UEPI staff to achieve overall UEPI priorities and strategic direction. This includes:
   a. Actively participating in collaborative UEPI initiatives, activities, and strategic planning efforts.
   b. Perform other necessary tasks which contribute to the overall UEPI mission and activities.

**QUALIFICATIONS**

**Minimum Qualifications:**
- Bachelor’s Degree or equivalent work experience (5-10 years) in the fields of project management, community organizing, education, and/or coalition building.
- Demonstrated commitment to social justice and social change.
- Expertise in managing contracts, budgets, and non-profit finance matters.
- Experience working with environmental justice communities and familiarity with environmental justice issues and policies.
- Excellent written and verbal communication skills.
- Proficiency with MS Suite (Word, Excel, Access, PowerPoint, etc.) software and G Suite required.
- Valid Class C driver’s license and the ability to travel for work.
- Exemplify a strong attention to detail.
- Superior organizational skills and the ability to manage multiple projects with shifting deadlines.
- Capable of professionally managing confidential information.

**Location**

The MFN office is located in Los Angeles, CA. The UEPI/MFN is currently working in remote/hybrid modes following College and public health guidelines.

**Salary and Benefits**

Salary commensurate with experience. The position is considered an employee of Occidental College. The organization offers a competitive salary and a benefits package that includes paid vacation and a medical plan.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

**ADDITIONAL INFORMATION**

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.
Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.