

Position: Project Manager

Reporting Relationship: VP of Community Engagement

About Life Remodeled:

We exist to bridge people across divides to help transform each other's lives! With substantial investments of cash, labor and materials, Life Remodeled focuses on the intentional and equitable revitalization of Detroit neighborhoods distinguished by their significant need and radical hope.

Throughout the process of unifying for a common mission, participants begin to realize how much they respect and need each other, which is a catalyst for long-term relationships and partnerships.

Projects are determined by the community's hopes and dreams and we assist in three areas: renovating and repurposing former school buildings into opportunity hubs, repairing owner-occupied homes, and annually mobilizing 10,000 volunteers in six days to beautify the four square miles surrounding our current opportunity hub.

Committed to Our Core Values:

- **Community First:** We prioritize the expertise, desires and needs of students and community residents in the neighborhoods where our projects are focused. Their ideas, hopes and dreams matter most. Bottom line, no matter how awesome anyone thinks Life Remodeled's projects are, they mean absolutely nothing if they don't align with the values and ambitions of children, youth and adults who make up the local community.
- **Always Find a Way:** Our annual goals are always nearly out of reach. Unforeseen circumstances happen. Things change, and we are not only flexible, but we find better solutions than ever before. Every day we are innovating and creating a future that doesn't yet exist. There is always a way, and our team is made of those who not only believe this, but they make it happen.
- **Bold Humility:** If you're only bold, you're a jerk. If you're only humble, you're a doormat. Wielding the balance of these two powerful attributes is what drives Team Life Remodeled to take the form of servant leaders, who value the needs of others over our own with confidence and determination. We embrace our weaknesses and limitations, and we know we all have blind spots. Therefore, we are life-long learners who see every encounter and every challenge as opportunities to learn and grow as human beings.

Description: A unique opportunity to utilize your expert project management skills, planful volunteer engagement, and equitable community training in leading meaningful community revitalization efforts.. You will manage large projects through completion, engage volunteers in transformational efforts that impact the local community and all volunteers who serve. You will model and train the community in effective systems and strategies for sustainable volunteer management and blight removal to maintain these efforts into the future.

Skills/Experience Required:

- Obsessed with details, while prioritizing people over projects
- Proactive, self-starter who can navigate complex projects through advanced planning
- Strong ability to multitask and solve unexpected problems creatively
- Team player and team builder
- Clear verbal and written communication
- Knowledge of project management software
- Relevant educational coursework in project management
- Professional experience as a project manager for at least 3 years

Activities/Responsibilities:

Lead Six Day Project and Strengthen Blight Removal Program

- Oversee teams that lead and plan various aspects of the project to ensure excellence
- Strengthen Life Remodeled's relationships with current volunteer leaders
- Research and secure arrangements with vendors
- Create needs lists and procure materials and equipment
- Create site layouts, area maps and necessary documents
- Training volunteers before project
- Develop pipeline to grow volunteer leadership capacity and replace leaders that transition
- Update Six Day Project Playbook with detailed processes and timelines
- Quickly troubleshoot and resolve issues that arise during Six Day Project
- Develop and teach community training course on volunteer management (3 sessions per cohort)

Manage Home Repair Program

- Strengthen current relationships with volunteer leaders and contractors who donate labor/materials
- Develop pipeline to grow volunteer leadership capacity
- Update Home Repair Playbook
- Ensure all processes are implemented and effective

Coordinate Volunteer Projects throughout the Year

- Oversee volunteer projects at opportunity hubs, including painting, light construction and exterior beautification

Salary: \$55,000 - \$60,000 depending on experience

Email resumè and cover letter to Renard Wilson, VP-Community Engagement

renard@liferemodeled.org

***We are fortunate to receive many inquiries to our job postings, so we will only be able to respond to candidates who most closely match our qualifications. Thank you for understanding!**