



Job Description – ACP Project Manager

Salary-\$60,000

Job Type- Contractor

Job Location- Mississippi

PROJECT SYNOPSIS

The National Council of Negro Women (NCNW) is conducting an outreach campaign to acquaint residents of Mississippi with the availability and benefits of the Affordable Connectivity Program (ACP). The ACP is a program under the Federal Communications Commission to help provide affordable broadband services and devices and most persons receiving assistance through social programs such as Medicaid, SNAP, WIC and so on are eligible for the benefit. The program initially launched in December 2021.

NCNW is a national civil and human rights organization, based in Washington, DC, with members and local sections in the state of Mississippi. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women’s groups. NCNW’s mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit www.ncnw.org.

POSITION SUMMARY

ACP Project Manager Job Description

The ACP Project manager will be the key to successful completion of NCNW’s FCC Mississippi Affordable Connectivity Project. The Project Manager is responsible for implementing project goals, delivering outputs and creating positive outcomes. The Project Manager role is a full-time, onsite, two-year engagement. Daily responsibilities include aligning available resources to achieve project objectives of increasing broadband adoption and technical ability in rural Mississippi. Project manager responsibilities include managing two team leaders and numerous volunteers, achieving milestones, and communicating results to stakeholders.

Duties include: Assure that project milestones are met. Assure technical, logistical and human resource requirements are available and properly allocated to carry out the project. Engage relevant constituencies, including school systems, health providers, NCNW sections and Affiliates. Conduct a monthly virtual community of practice session to align project activity with goals and desired outcomes. Timely implementation of the project work plan. Recruit and train team leaders and volunteers. Track staff and volunteer hours and compensation. Secure services of a trained ACP navigator. Track and document all project expenditures. Provide monthly program and finance reports to NCNW headquarters. Plan and execute community engagement activities across the 22-county footprint of the ACP project. (We may scale this back to 15 counties) Serve as the community relations point of contact for the ACP project. Tabulate and report project outputs. Maintain accurate records of project activity. Assure project outputs are delivered on time within the stipulated scope and budget. Refine and implement the project Work Plan. Develop a detailed plan to monitor and track the progress of the project. Coordinate with internal and external parties for the flawless execution of projects. Manage relationships between clients and stakeholders. Measure project performance using appropriate project management tools. Perform risk management analysis to reduce project risks. Report and escalate to upper management as needed. Create and maintain a comprehensive project documentation

Travel requirement is approximately 25%

Qualifications

MBA, MSW or related degree preferred. College degree required. At least 3 years demonstrated successful project management experience. Supervisory experience required.

Skills

Thorough familiarity with MS Office, Google, Power Point, Excel, Word. Proficient in use of Monday.com, ClickUp, Smartsheet or similar project management software. Ability to multi-task and work through distractions. Attentive to detail. Organized, punctual, resilient, personable.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to hot, wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate. The Team Leaders are not required to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as asbestos, or carcinogens. NCNW will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

MUST BE LOCATED WITHIN ONE OF THE FOLLOWING MISSISSIPPI COUNTIES:

Hinds, Jeff Davis, Adams, Kemper, Tunica, Noxubee, Pike, Washington, Yazoo, Jefferson, Wilkinson, Claiborne, Humphreys, Tallahatchie, Quitman, Bolivar, Sharkey, Leflore, Holmes, Coahoma, Sunflower and Issaquena.

Please send a Resume and Cover Letter to: Jobs@ncnw.org to apply.