THEEQUALRIGHTSCENTER
ADVANCING CIVIL RIGHTS FOR ALL

Equal
Rights
Center
est. 1983
Advancing Civil Rights
For Over a Quarter Century

Project Manager

The Equal Rights Center (ERC) is a nonprofit civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action. More information about civil rights testing is available on the ERC's website at equalrightscenter.org.

The ERC is hiring a Project Manager (PM). This position will be responsible for developing and managing long-term projects involving civil rights testing investigations. The PM will work closely with program managers and test coordinators to identify, assign, and ensure execution of project tasks. Though experience with test coordination and/or civil rights investigations is preferred, it is not required. The Project Manager reports to the Deputy Director and will eventually be responsible for hiring testing assistants, who serve as support staff members on civil rights investigations. Because the PM will be managing investigations in nationwide locations, some travel is required for this position.

This position does not include core job duties that require regular work in the ERC's office, so we welcome applications from applicants who are interested in remote work. However, candidate selection may be influenced by state-based business registration requirements. Applications from residents or prospective residents of the greater Washington, DC region are especially encouraged.

The ERC follows Covid-19 related public health guidance. The ERC requires all staff members to certify that they have been fully vaccinated against Covid-19. Exemptions to the vaccine requirement will be granted in accordance with applicable federal, state, and/or District laws.

Core Duties and Responsibilities:
- Work with the leadership team, program managers, and testing staff to develop novel testing investigations designed to assess compliance with various civil rights and policies;
- Coordinate with program and testing staff to make sure all parties are on track with project requirements, deadlines, and budgets;
- Effectively manage communication with external partners and grantors about before, during, and after project execution;
- Gather and summarize relevant information for interim and final reports to appropriate grantors;
- Meet with project team members to identify and resolve issues;
- Establish effective project communication plans and ensure their execution;
- Conduct post-project evaluation, including budget analysis; and
- Hire and supervise testing assistant(s).

In addition, the PM will be expected to:
- Use project management applications to develop accessible work plans;
- Uphold all procedures and policies related to data entry and maintenance in the ERC's program database;
- Use sound judgement to identify needed resources and proactively report roadblocks to the Deputy Director;
- Support tester recruitment efforts and administrative tasks involved in tester training;
- Conduct background research and information gathering for civil rights investigations and reports as required;
- Exhibit initiative to jump in wherever needed on a project;
- Work with the Deputy Director on new project and investigation development;
- Other duties as assigned.

An ideal candidate is committed to civil rights, is tech savvy and will display the following:
- Though experience with test coordination and/or civil rights investigations is preferred, it is not required. However, experience with project management is required;
- A Bachelor's degree from an accredited institution or equivalent experience, Project Management Professional (PMP) certification a plus;
- At least five years of professional experience, including at least two years of experience in project management; test coordination and people management experience a plus;
- Demonstrated ability to motivate and lead peers, stakeholders, and partners toward a common goal;
- Excellent organizational and time management skills, including the ability to prioritize and manage multiple projects with attention to detail, while meeting strict deadlines;
- Commitment to continuing education on civil rights laws, including reading relevant case law; current working knowledge of civil rights laws a plus;
- Comfort working in a fast-paced environment with lots of change and collaboration with a diverse team;
- Experienced using program databases and project management online tools;
- Self-motivation and the ability to problem solve;
- Willingness to learn and follow best practices for creating accessible documents; and
- Ability to work independently and exercise sound judgment.

Salary and Benefits: The salary range for this position starts at $65,000, and the final offer will be negotiated based on candidate qualifications and experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, SIMPLE-IRA plan with matching contributions, and other competitive benefits.

Application Procedure: Please email a cover letter and resume to employment@equalrightscenter.org using the email subject line "Project Manager". Applications will be reviewed on a rolling basis.

The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke-free workplace.