

National Consumer Voice for Quality Long-Term Care

Project Manager

The National Consumer Voice for Quality Long-Term Care is seeking a Project Manager to coordinate special projects related to the provision of quality, person-centered long-term care and services.

Responsibilities:

The Project Manager will:

- Contribute to the planning, design, development, and implementation of project objectives, and ensure compliance with administrative requirements.
- Develop and manage project work plans, reporting, and communications.
- Develop and implement strategies in partnership with project partners and stakeholders to assure project(s) are delivered in a timely manner, within project scope and budget.
- Creates memoranda and project update correspondence, and presents before management, boards, and other external agencies.
- Provides timely communication of project status and issues to the Executive Director and maintains technical and administrative control of project development and support.
- Seek out and explore development opportunities, including assisting with grant writing and project development.
- Coordinate project advisory committees, consultant contracts, and other stakeholders engaged in project undertakings.
- Provide technical support on project issues, serves as key resource for project information.
- Develop, prepare, and edit reports, publications, presentations, articles, manuals and other training materials, etc. as needed or assigned.
- Other duties as assigned.

Requirements:

- Bachelor's degree required; Master's preferred. 3-5 years+ work experience required. Personal or professional experience with aging or long-term care issues. Passion for justice for long-term care residents and consumer empowerment.
- Experience developing and delivering training programs preferred.
- Excellent writing and public speaking skills required. Ability to work independently, meet deadlines, and produce high-quality work. Excellent organizational, planning, and time management skills required. Collegial, collaborative approach desired.
- Travel is required.
- Excellent benefits. Compensation commensurate with experience. Highly flexible work environment. DC-DMV area strongly preferred.

Please submit a cover letter describing your interest in the position, resume, one brief writing sample, and three professional references to Lori Smetanka, Executive Director, lsmetanka@theconsumervoice.org.