

Contractor Position Description: Project Manager

Position title: Project Manager – Contractor  
FLSA status: Independent Contractor / 1099  
Department: Programs  
Reports to: Director of Strategy  
Project term: 3 months, 15 hours per week  
Project rate: \$52/hr

**SUMMARY**

The Pacific Council on International Policy seeks a skilled project manager contractor who can help develop nascent projects from the idea incubation (concept) phase to scalable programs with tangible community impact.

This contractor will be responsible for managing activity on a range of projects related to city leadership, global health, and / or sustainability. They will engage in projects at varying stages of development (from concept to planning, execution, and assessment) and steward them from one phase to the next, monitoring and recording progress, managing timelines, and tracking return on investment. The contractor will support the Director of Strategy and Vice President as they build new programs, develop synergies between projects, and coordinate resources across the organization to ensure strategic alignment and increase social impact.

Our ideal candidate will have at least three years of nonprofit experience, and knowledge of the international relations field and / or expertise in public policy & administration.

The Pacific Council on International Policy has an evolving program structure, and our program team members are generalists who work across various projects – this contractor role supports the Director of Strategy and Vice President.

**CONTRACTOR DUTIES & RESPONSIBILITIES include the following.**

*Project Management*

- Create and maintain comprehensive project documentation and process maps
- Lead project planning sessions
- Set project milestones and deadlines
- Manage project progress and adapt work as required

- Manage project outputs in coordination with staff and resources across the organization
- Delegate project tasks based on junior staff member(s)' individual strengths, skill sets, and experience levels
- Use project management software (ClickUp) to coordinate project activity across org
- Provide solutions to project-related issues
- Monitor and report on project performance using key performance indicators, return on investment assessments, and other tools and techniques
- Partnership and stakeholder relationship management as needed

*Program Design + Idea Incubation*

- Support the Director of Strategy and the Vice President in expanding new programs that support the Pacific Council's mission and objectives
- Support the Director of Strategy and the Vice President in enhancing the quality of existing programs
- Incubate new project or program ideas based on existing program framework
- Evaluate and assess a given program's strengths and weaknesses
- Monitor projects to ensure annual goals are met
- Identify and coordinate cross-project activities
- Identify and advise Director of Strategy and Vice President on project funding opportunities

*Special Projects*

- Support other specialized projects, including events and fundraising efforts related to project work

**CONTRACTOR REQUIREMENTS & QUALIFICATIONS**

- Track record of developing and implementing community impact programs
- Excellent written and verbal communication skills
- Capacity to manage fast-paced and high-stress situations
- Ability to multi-task and manage various project elements simultaneously
- Big-picture thinking and vision
- Strong conflict resolution skills and problem-solving ability

**PREFERRED CONTRACTOR QUALITIES**

- Three to five years of experience in the nonprofit sector
- Knowledge of the international relations field and / or expertise in public policy & administration or business administration

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](http://pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

#### **ADDITIONAL CONTRACT DETAILS**

- This contract term is set for 3 months at a rate of \$52/hour and 15 hours of work per week, with the possibility of renewal.
- All work will be conducted remotely until it is safe to return to the office.
- This is a 1099 independent contractor arrangement.

**TO APPLY:** Email cover letter and resume to [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org) using the subject line “Project Manager.” No phone calls, please.