

Career Opportunity – Special Projects Director

Esperanza has an immediate opening for a full-time **Special Projects Director** who would provide high level coordination and organizational project support to the Executive Vice President & Chief of Staff.

Esperanza is a faith-based organization committed to raising awareness and identifying resources that strengthens the Hispanic community. We focus our work on five key areas: Community Development; Capacity Building; Workforce Development; Education; and Advocacy. Through our work, we strive to show God’s love and care by mobilizing and equipping Latino people to serve and advocate for our Hispanic community.

The Special Projects Director will:

- Assists and supports the EVP with the development and growth of the offices’ program portfolio and administrative organizational operations oversight through project management, internal communications, goal alignment, outcome analysis, research, special tasks, and follow-up.
- Assists the EVP with the development and implementation of project work plans; also assists in the clarification of objectives and operational needs to facilitate project implementation.
- Provide collaborative support for a variety of assigned projects such as RFP and RFI preparation and submission, charter applications and renewals, grant preparation and submission, research, data collection, program and project evaluations and on-site events.
- Assists departments with the development and implementation of work plans, annual goals and objectives, and organizational alignment.
- Assists with data collection activities (collecting, organizing, and analyzing project data, research information related to project or proposal content and methodology; presenting information in appropriate format to support project/research objectives; writing section of proposals and reports; preparing and distributing special reports requested by the EVP).
- Represents the EVP and Esperanza and often interacts with key stakeholders, community, governmental, and business partners and members of the clergy in support of specific projects, initiatives, and our mission.

The successful candidate will have: 2-5+ years of related project management experience in a professional setting. Related experience with the Latino faith community, community-based ministry practices and related activities is preferred.

BA/BS degree from an accredited college or university with a concentration in Communications, Business, Social Services. A Master’s degree from an accredited college or university with a concentration in a related field of study is preferred.

Desired Knowledge, Skills, and Abilities include:

- Understanding of Esperanza's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Personal qualities of integrity, credibility, and a commitment to and passion for Esperanza's mission.
- Strong understanding of the theories and concepts of and demonstrated success with program/project management activities to include research, planning, implementation, budgeting, grant administration and compliance.
- Familiarity with and ability to effectively communicate with the Latino faith community, community-based ministry practices, and related activities.
- Organizes and maintains detailed information and processes efficiently and effectively; effectively coordinates projects with strong attention to detail and excellent follow up skills.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with co-workers, visitors, vendors, and key stakeholders, and members of the community.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases
- Strong written and verbal communication skills with emphasis on effective corporate communications both internally and externally and the ability to persuade and influence various audiences.
- Ability to commute to various meetings, events, and business partner locations in and around the community and work non-traditional hours as necessary.

Esperanza offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: jobs@esperanza.us and please indicate **Special Projects Director** in the subject line.

For more information, check us out at: www.esperanza.us

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