**Job Title**: Operations Project Manager

**Reports To**: Executive Director

**FLSA Status**: Exempt / Full-time

**Revision Date**: 2/9/24

**Job Summary**

Serve the organizational mission of the Cultural Council of Greater Jacksonville by managing the administrative and operational functions of the Council, serving as the Board of Directors administrative liaison, managing the marketing and communications content of the Council, providing contract management for third party contractors of administrative and operational functions, and leading the project management efforts for various operational efforts of the Council.

**Essential Duties & Responsibilities**

**ADMINISTRATION:**

* Perform complex administrative work and independently manage a variety of administrative functions for each member of the leadership team
* Research, compile, analyze and prepare data and information for compliance, and serve as a liaison with the City of Jacksonville, the Board of Directors and the Executive Director of the Council
* Provide high level administrative support for all functions of the Council
* Prepare for and participate in meetings including scheduling locations, preparing agenda, coordinating Zoom meeting information and inviting guests as required
* Collect, analyze, and summarize project information to assist the Public Art department anticipate and address potential problems that may arise in the course of the project to prevent future complications.
* Provide excellent customer service through proactive responses, resolving concerns, performing research and following up with stakeholders of the Council
* Serve as an initial point of contact, and support the planning and execution of Council events
* Serve as a resource for administrative duties, purchasing, and customer service

**MANAGEMENT:**

* Manage marketing and communications efforts of the Council including website, social media and other communications methods
* Manage the IT function within the Council including the procurement of equipment, acting as the first line of troubleshooting and serving as the liaison to the IT service provider
* Manage office functions of the Council to include the facilities relationships, purchasing supplies for Board meetings and the office, processing, evaluating and handling incoming and outgoing mail
* Provide contractor management for third parties delivering operational and administrative support to for the Council
* Assist in operational management on a number of multi-faceted projects in various stages of development which may include managing partnerships between artists, government agencies, community organizations and residents.
* Provide project management to various activities of the Council that do not fall under specific department such as events, meetings, and other initiatives

**OTHER SUPPORT**:

* Use judgment and discretion when dealing with matters of significance including highly confidential information and records pertaining to the Council
* Ensure Council’s adherence to Florida’s Sunshine Law
* Facilitate the on-site onboarding of new employees in conjunction with Human Resources
* Provide support to other functional areas of the Council and be prepared to fill-in where and when necessary

**Job Requirements**

* Must embrace the mission of the Cultural Council of Greater Jacksonville
* Demonstrated excellence in organizational and communication skills, both written and verbal
* Be self-motivated, deadline driven, show a proclivity to take initiative, and exhibit “follow through” on tasks and goals
* Must have intense attention to detail as well as ability to work independently
* Proven ability for problem solving
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
* Must have a high school diploma or GED; Bachelor’s degree is preferred; alternatively, an appropriate level of prior successful and progressive related work experience of 3-5 years
* Fluent with technology including Microsoft Office and Google Suites; Adobe; working knowledge of Canva Design Platform, or other web design software; operational databases.
* Preference for experience in a non-profit, government or philanthropic setting
* Knowledge of the arts/culture/humanities sector a plus

**Physical Demands** (Identify any physical demands of the job that an employee would be required to perform.)

While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms over the head, stoop, kneel, crouch, climb, talk and hear for extended periods of time. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee must be able to work at a computer for extended periods of time. Employee must have good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to operate equipment and read application/form information.

**To Apply, please send resume, cover letter and references to resumes@adaptivehrs.com**