



Acclivus, Inc. is an intentional social network to serve vulnerable individuals, primarily those from communities who are disproportionately impacted by compounding barriers to health and success, by providing leveraging capital and coping capital to assist network members with personal and professional growth, and overcome common social challenges including but not limited to poverty, criminal backgrounds, or limited formal education.

In partnership with the Jane Addams Center for Social Policy and Research, the Acclivus organization aims to develop programs and advocate for social policy reforms that will decrease incarceration, enhance educational opportunities, employment, and self-employment opportunities for network participants.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Job Description

Position: Project Manager

Summary: The Project Manager oversees assigned program/s and the day-to-day program operations. Project Manager shall provide support and oversight of the assigned programs and facilitate a positive working environment for community credible staff to advance personal and professional development goals. At times, the Project Manager will support coordination across programs and initiatives with aligned missions and/or scope of work. The Project Manager reports to the Field Director.

Duties and Responsibilities:

- Coordinate operations of Acclivus, Inc. CVI initiatives with existing program sites, hospital or community-based programs and partners implementing the program in the Chicago region and throughout Illinois as directed by and in collaboration with program leadership and fellow Project Managers.
- Conduct visits in-person weekly and as needed to ensure operations function with fidelity and address issues as needed. Plan, assign, and review staff work to ensure group objectives are met.
- Participate in staff on-boarding process, including recruitment, selection, staff training, and supervision. Participate in interviewing, hiring, orienting, leading, mentoring, and evaluating staff to meet Acclivus, Inc. and CVI program needs.
- Ensure complete and sufficient CVI training - participate in development and execution of CVI training, in partnership with training team and Field Directors
- Participate in and ensure completion of development of CVI support services, professional development activities, in collaboration with implementation sites

- Provide in-person support to any sites experiencing program challenges, including without limitation data entry, timekeeping, CVI management, coordination b/t CVI agencies
- Represent Acclivus on partnership calls with funder and other stakeholders as needed
- Compile necessary narrative and data analysis to complete periodic program reports, data analysis and narrative
- Provide periodic, in-person oversight of active CVI work – check-in on community sites in real time at hotspots
- Troubleshoot issues as needed with CVI program implementation, Managers, collaboration between local implementation sites and line staff, hospital partner staff, and community-based violence prevention staff.
- Other duties as assigned

Qualifications:

- Applicants must have a bachelor’s degree or higher and one years of direct service work in violence prevention OR at least four years’ experience in direct service violence prevention programming within the Chicago, Cook County, and state of Illinois communities, including working with partner agencies to collaborate on violence prevention efforts.
- Versatile communication skills, including public speaking and one-on-one interactions, have the ability to lead teams and projects, work collaboratively, and have strong organizational skills.
- A good understanding of the role of service provision in addressing issues of community violence as well as familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County.

Requirements:

- Computer proficiency is required, including familiarity with Microsoft Office applications.
- Valid driver’s license, own or have regular access to a vehicle, and be willing to travel throughout Cook County on a regular basis.
- Flexibility and ability to work occasional evenings and weekends are essential.
- Previous supervisory experience is preferred.

Salary: Salary commensurate with experience.