

Project Manager Job Description

This announcement may be filled at the Project Manager or Senior Project Manager level. This position provides project management support for a large portfolio of projects and works as a key member of the NVERS team. The NVERS team supports emergency preparedness projects that build or enhance capability and capacity across Northern Virginia, the National Capital Region, and the Commonwealth.

The ideal candidate is highly motivated, works independently effectively, and thrives in a fast-paced setting. He or she will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The candidate must be able to navigate a fast-paced, ever-changing work environment and balance competing priorities, both individually and in a collaborative team setting. He or she will have a positive, “can-do” attitude and understand the unique challenges of a small team, including wearing multiple hats to ensure the job gets done.

Roles and Responsibilities

Project Management

- Ensures overall project success for assigned projects
- Maintains project grant documentation to include developing project management plans and completing quarterly reports
- Provides coordination and program support for Northern Virginia public safety and healthcare committees and working groups to assist with discipline-specific projects and inter-disciplinary initiatives.
- Ensures deliverables are met on time and within the period of performance
- Procures and manages supplies and equipment to include seeking out bids, vetting, and choosing vendors
- Works with the Operations Director to provide updates on project finances and budgets

Administrative Support

- Ensures internal documents, regional manuals and procedures, informational bulletins and committee documents are current and updated to the website and Dropbox as appropriate
- Provides programmatic and administrative support to NVERS leadership

Committee Support

- Coordination of monthly committee and working group meetings
- Supports the committee chair with administrative duties and correspondence
- Provides meeting preparation, documents minutes, and ensures timely follow-up
- Develops presentations, agendas, and policy documents

Operational Duties

- When required during regional disasters or major emergencies, this position supports the organization's 24/7 emergency response functions through staffing of the Regional Healthcare Coordination Center (RHCC).

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity and ability to receive constructive criticism
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward-looking thinker who actively seeks opportunities and proposes solutions
- Ability to process conflicting input and develop recommendations that are accepted by all parties
- Strong presentation skills, including to executives
- Experience working with administrators, executives, and department level managers in the healthcare and/or public safety industries preferred

Education and Experience

- 3-5 years of project management experience (5-8 years of project management experience for senior project manager position)

- Master's degree preferred
- Education and/or work history in public safety, public health, or emergency management
- An understanding of the current emergency preparedness and response initiatives in Northern Virginia
- A basic understanding of Northern Virginia, MWCOG, healthcare coalitions, and the NCR is preferred
- Must be a self-starter, multi-tasker, and thrive in an environment with ever changing priorities
- Strong computer skills, including mastery of Microsoft Office
- Proven procurement experience, including seeking out bids, vetting, choosing vendors, and successful management to ensure timely and on-budget completion of projects
- Must be self-reliant; finding solutions to problems on your own but knowing when to ask for help

About NVERS

NVERS is a 501(c)(3) organization that supports regional collaboration and capacity building in all facets of emergency preparedness within Northern Virginia. NVERS is the federally designated healthcare coalition for Northern Virginia. Learn more about NVERS at www.NVERS.org.

NVERS provides a flexible, hybrid work environment with a low-ego and fun team.

Application Process: Send your resume, cover letter, and salary requirements to careers@nvers.org and put Project Manager or Senior Project Manager in the subject line. Incomplete applications will not be considered. This is a full-time position with excellent benefits. Applications will be reviewed on a rolling basis.