



## **Project Manager**

### ***Beyond the Barbed Wire: Japanese American Stories of the Pacific Northwest***

#### **Overview**

*Beyond the Barbed Wire: Japanese American Stories of the Pacific Northwest* creates a series of tours to tell the full and complex story of the Japanese American experience. Two tours will be developed over a 3 year period and told through a mobile app and a website platform with narration, oral histories, and visual content. These tours will identify landmarks related to the Japanese American experience, which may be known, unknown, or unmarked, thus becoming “monuments” through the telling of these stories. Friends of Minidoka will work collaboratively with community partners to develop the tours.

Friends of Minidoka seeks to employ a full-time Project Manager for a three year period to lead all aspects of the project coordination and implementation with the project team, partners, contractors, and the public. This hybrid position will allow the Project Manager to work virtually, but travel will be required to oversee in-person meetings. The position requires outstanding organizational and coordination skills, along with a foundational understanding of the lessons and legacy of the Japanese American incarceration experience.

During year one, the Project Manager will focus on developing the infrastructure for the project, including establishing relationships and the scope of work with contractors and assessing the mobile and web-based applications for the tours. Identifying community partnerships and implementing scoping and planning meetings will also take place.

For year one and two, the Project Manager will focus on developing content and launching the first tour through collaborative planning with the identified community partners. Content will be developed through research, storyboarding, identifying visuals, and writing script and narration.

During year three, the Project Manager will focus on the content development of the final tour, with reflection and application of the lessons learned from the creation of the previous tour.

**This position is remote and does not require applicants to be based in Idaho.**

#### **Essential Duties and Responsibilities**

- Plan, schedule, coordinate and implement project planning meetings, outreach events, and related programs including the launch of the tours.
- Prepare and coordinate project communications among all participants.
- Work to keep the project on schedule, within budget, and running smoothly.
- Coordinate and facilitate interactions/relationships between administrators and project stakeholders.
- Oversee the use of technology for project operations, such as video conferencing, technology and powerpoint presentations.
- Assist the Executive Director with creating and maintaining project records, reports, and presentations.
- Facilitate and maintain positive relations between the project team, the public, and all other involved parties.
- Track the progress and performance of the project along with the performance and efficiency of project members.

## **Preferred Transferable Competencies and Skills**

- Ability to effectively navigate change and be able to adapt plans as needed.
- Strong program development, management and coordination skills with the ability to appropriately delegate tasks.
- Deep understanding of the history and ongoing impacts of Japanese American incarceration and the JA community.
- Commitment to social justice and ability to apply equity, intersectional and anti-racist lens.
- Experience working with a broad range of stakeholders and commitment to building relationships with new partners.
- Excellent written and oral communications skills.
- Ability to manage multiple projects with a variety of deadlines.
- Ability to travel on an as-needed basis.

## **Minimum Qualifications**

- Bachelor's degree or equivalent practical experience.
- Two (2) years of increasingly responsible program management experience.
- Must have a valid driver's license.
- Must pass a criminal background check.

## **Compensation**

- Salaried position, \$55,000 - \$65,000 per year.
- Monthly health insurance stipend varies by location.

## **Location**

- This position is primarily telework-based but will include occasional travel to the Minidoka site and other in-person meetings in coordination with the Executive Director and as needed for the project.

**We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.**

## **How to Apply**

Submit a cover letter and resume to [info@minidoka.org](mailto:info@minidoka.org). Position closes on July 23, 2023 at 11:59 pm MT.

## **Non-Discrimination Statement**

Friends of Minidoka does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Friends of Minidoka is an equal-opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.