It is the policy of Quality Care for Children (QCC) that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

**Project Manager (Contracted Temporary Position)**

**Department:** Nutrition and Family Well-Being  
**Supervisor:** Director, Parent Services  
**Salary Range:** $15/hour for 9 months @ $1500 per month (approximately 25 hours per week) September 2022 – May 2023  
**Location:** Columbus State University area, Columbus GA area.

**POSITION SUMMARY**

The Project Manager is responsible for coordinating the on-campus efforts to execute a plan to provide relevant resources and learning opportunities to parent-students at Columbus State University in conjunction with additional related activities with a partnering local early childhood facility. The intent of the program is to provide supports to CSU students with young children to foster their completion of their degree programs. The manager will report directly to the Director of Parent Services at QCC while maintaining contact with assigned CSU personnel. The position is home-based with some activities on campus.

**RESPONSIBILITIES**

**Project coordination (35%)**
- Recruit student-parents to participate in assessments, workshops, focus groups, etc.
- Ensure activities are being accomplished according to the timeline

**Assessment, Data Collection and Reporting (35%)**
- Assist in the coordination of analysis of a campus-wide student-parent assessment
- Provide monthly reporting summarizing progress towards goals

**Communication (20%)**
- Interview and write stories about experiences of participants
- Send email correspondences to coordinate meetings and activities
- Participate in teleconference meetings

**Administrative Duties (10%)**
- Submit timesheets for each pay period (2 times per month)
- Submit weekly work activity

**REQUIREMENTS**
- A Columbus State University sophomore or junior pursuing a bachelor’s degree in social work, education, psychology or related degrees.
- Outstanding verbal, written communication and presentation skills
- Proficient in Word, Excel, PowerPoint and Outlook
- Valid driver’s license
- Available to work occasional nights and weekends
- Friendly, enthusiastic and positive attitude
- Detail-orientated with the ability to manage multiple projects at a time

**PHYSICAL DEMANDS/WORK ENVIRONMENT**
- Occasional driving
- Sitting at the computer for three hours or more at a time
Quality Care for Children
Child and Adult Care Food Program

- Bending, frequent use of hands, stooping and moderate lifting (at least 25 pounds) required

ADDITIONAL INFORMATION: The position is home-based out of Columbus, Georgia (Muscogee County) with flexibility to accommodate school schedule.

To Apply
Please e-mail HR@qccga.org your resume and 1-page cover letter (list applied position in the e-mail's subject line). Please include your name when titling email attachments.

Resumes will be accepted until the position is filled. No phone calls please.