



Louisiana Policy Institute for Children
Project Manager Job Description
Early Childhood Statewide Strategic Plan

Job Status: Contract, part-time at a minimum of 20 hours per week (ending August 2022)

Desired Start Date: December 2021 or sooner

Job Location: Remote with occasional in-person around the state required; must reside in Louisiana

Working Conditions: Typical work hours are 8am to 5pm, Monday through Friday. Work may occasionally be required outside of typical business hours. Some travel may be required

Reports to: Executive Director

About the Organization and Project

The Louisiana Policy Institute for Children (LPIC) is Louisiana's leading policy voice for young children. A nonpartisan, nonprofit organization, it is an independent source of data, research, and information for policymakers, stakeholders, and the public at large around issues related to young children in Louisiana. LPIC's mission is to advance policies to ensure that Louisiana's young children are ready for success in both school and life.

In July 2021, the Alliance for Early Success announced that [Louisiana was one of five states selected for Child Care NEXT](#), an initiative to support in-state coalitions that are ready to implement long-term campaigns to achieve transformative change in their state's child care policies and funding. LPIC is co-leading Louisiana's collaborative with Wilcox Academy for Early Learning to develop a statewide strategic plan on Louisiana's early childhood systems that centers racial equity and the voices of parents with young children and early childhood providers.

Position Description

LPIC is seeking a highly motivated individual with excellent project management, event planning, administrative, and writing skills to serve as a Project Manager to support this statewide strategic planning process. The Project Manager will be the primary person responsible for managing the project work plan, ensuring that the project is moving along as needed, and providing administrative and logistical oversight to the project leadership team, steering committee, and the community engagement efforts across the state.

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Responsibilities Include:

- Support the administrative and logistical oversight of the project leadership team, steering committee, and community engagement work for the strategic planning process, which may include coordinating and scheduling meetings, preparing meeting materials, detailed note-taking, etc.
- Manage the statewide strategic planning work by anticipating deadlines and proactively identifying challenges to achieve project milestones and initiating actions to facilitate the resolution of issues.
- Facilitate project team meetings and coordination across project leads and with internal and external partners – including families, providers, and communities – to advance project goals and ensure all aspects of the project are delivered on schedule, within budget, and within scope.
- Apply and adapt project management tools and methods in order to maintain a comprehensive view of assigned projects and the status of all project components.

Required skills

- A bachelor's degree with relevant work experience or at least three years of full-time work experience, preferably in a nonprofit environment.
- Transparent and high integrity leadership.
- Ability to manage self and workload effectively with strong project management skills, task-orientation and attention to detail, be flexible and adaptive, and follow through on execution.
- Demonstrated interest in social work, early childhood, public health, education, public policy, or related field
- Excellent communication (both written and verbal), organization, and time management skills.
- Desire to work in a fast-paced nonprofit organization, ability to adapt, creativity, and commitment to excellence are highly valued.
- Highly self-motivated, problem-solver with strong organizational skills
- Ability to multitask
- Flexible, responsive, persistent and positive
- The following are welcomed but not required:
 - An advanced degree (e.g. MBA, MPA, MPP, or similar) and
 - Experience with grassroots and/or nonprofit organizations
 - Experience with leaders engaged in coalition work or government
 - Prior experience in community organizing

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Compensation & Benefits: This contracted position will pay a monthly rate of up to \$6,000 per month or commensurate with experience. LPIC also offers the ability to work remotely.

Commitment to Diversity, Equity, and Inclusion

The Louisiana Policy Institute for Children is committed to expanding opportunities for all of Louisiana's children, acknowledging that marginalized people in Louisiana--including people of color, people from socioeconomically disadvantaged backgrounds, immigrants, women, disabled people, and LGBTQ people--have historically had a more difficult time accessing affordable, reliable, and high-quality early care and education for their children as well as the other supports children need to succeed in school and in life. Accordingly, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Application Deadline: Priority given to people who apply by December 3rd

To apply: Submit the following items to Dr. Libbie Sonnier at jobs@policyinstitutela.org:

- Resume
- Cover letter addressing nonprofit experience, interest in early care and education policy or prior experience with nonprofit project management

Applications will be reviewed as they are received.