

## **ASSISTANT PROJECT MANAGER**

### **SUBMISSION DETAILS:**

Interested applicants must submit a cover letter and resume to [mail@wfnconsulting.com](mailto:mail@wfnconsulting.com) on or before 5:00 p.m. on Friday, April 18, 2014. Attachments should include the candidate's last name and the job title. **ABSOLUTELY NO PHONE CALLS.**

### **PRIMARY RESPONSIBILITIES:**

The *Assistant Project Manager* position works with and reports directly to both the Sr. VP of Operations and Marketing and the VP of Consulting and Research. The Assistant Project Manager is responsible for project-based duties and research, technical and narrative writing functions, and responsibilities that support WFN's client-based projects.

### **DUTIES:**

- Interpret RFP and contract language to develop detailed, technical work plans responding to individual client needs.
- Coordinate the work of subcontractors and staff to produce plans, analyses, and other client products.
- Design mechanisms for accumulation of valid qualitative data from public meetings, interviews, and focus groups; coordinate and facilitate such encounters.
- Design and administer scientifically valid public opinion surveys, calculating such figures as the required sample size and margin of error.
- Work extensively in Word and Excel to create production-quality research documents, spreadsheets, tables, charts, and graphs.
- Produce insightful, detailed narratives describing complex social phenomena in both technical and layman's terms.
- Illustrate in narrative form the practical implications of trends in the data analyzed.
- Access, manipulate, and analyze demographic data from Census and other sources.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree in Political Science, Social Science, Planning, Business, or related field. Master's Degree preferred.
  - GIS mapping experience a plus.
  - Must have substantial expertise or experience in government administration, nonprofit management, land use planning, statistical analysis, economic development analysis, fair housing compliance, or a related discipline.
  - Demonstrated strong background in technical and narrative-based writing, with additional experience with research, statistical analysis and editorial skills.
  - Must demonstrate ability to prioritize, meet deadlines, follow through on assignments, and be a team player.
  - Bilingual – Spanish is a plus.
  - Must be able to work independently and in teams.
  - Ability to independently understand, follow and implement complex instructions.
  - Proficiency in MS Word and Excel is a must.
  - Some travel (less than 25%) is required.
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COMPENSATION:

- Full time, exempt, competitive salary, determined by education and experience.

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 5 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands, and telephone work.