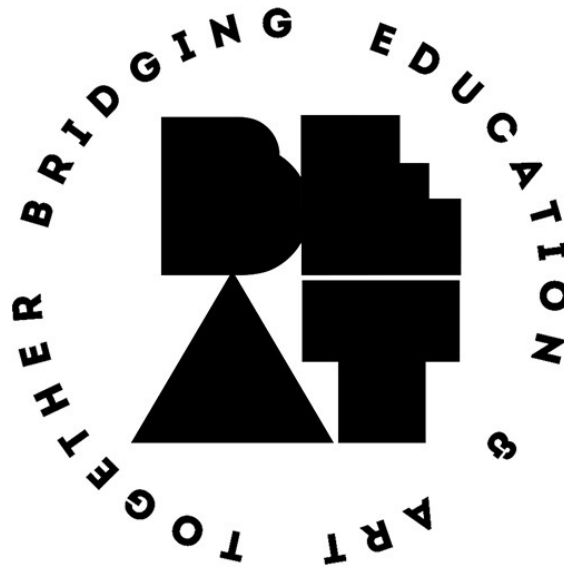


Wednesday, December 18, 2019

Project Manager

Company: Bridging Education & Art Together (BEAT Global)
 Location: Long Island City, NY
 Compensation: Include salary requirements in cover letter.

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PROJECT MANAGER

(Full Time)

BRIDGING EDUCATION & ART TOGETHER (BEAT)

Incorporated in 2010, Bridging Education & Art Together (BEAT) is a NYC nonprofit organization and a registered NYC Department of Education Vendor that provides unique Hip Hop-based arts education to disadvantaged students in underserved schools, community centers, and public institutions throughout NYC. We believe in the transformative power of Hip Hop to uplift and heal our bodies and minds. Our mission is to empower our youth and communities through creative expression.

For more information please visit our website: beatglobal.org

POSITION OVERVIEW

The Project Manager's role is to enhance the effectiveness of the organization. The PM will work closely with the Executive Director, Executive Assistant, Board Chair, and Program Director to ensure the execution and completion of any given project. This will include submitting weekly reports, conducting check-ins/meetings to discuss the progress, and effectively track progress.

With the launch of many new BEAT Initiatives in 2020, the ideal candidate will be incredibly skilled at organizing all moving parts of individual projects while maintaining thorough communication at each stage of the process.

The PM role and responsibilities may evolve to fit the needs of the organization as we continue to expand. The ideal candidate will be flexible and capable of growing as we do.

RESPONSIBILITIES

- Coordinate internal resources for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to track progress
- Measure project performance using appropriate systems, tools and techniques
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties
- Create and maintain comprehensive project documentation

QUALIFICATIONS:

- Bachelor's Degree

- Minimum of 2 years experience of project management
- Knowledge of office management systems and procedures.
- Excellent time management skills with the ability to multi-task and prioritize their own work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Be able to independently conduct research and write a detailed plan of action.
- Highly proficient in Google Applications and Microsoft Office Suite
- Superb interpersonal, relationship building and communication skills.
- Passion for arts education, using your talents to make a difference in the lives of others, and a strong connection to the community.
- Prior experience with community-based organizations.
- Interest in or involvement with HipHop art/culture preferred but not required.

COMPENSATION:

- Salary commensurate with experience.
- Benefits available

ADDITIONAL DETAILS:

- Women and Minorities are strongly encouraged to apply
- Position to be filled immediately.
- Working hours: Monday - Friday from 10:00 am to 6:00 pm.
- No remote work.
- Building is ADA Accessible.

APPLICATION METHOD:

- Please submit cover letter & resume to jobs@beatglobal.org - Subject Line: Project Manager Position - Your Name
- Resumes submitted without a cover letter will NOT be considered.
- Include references and salary requirements in cover letter.
- We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.
- No inquiries through phone, email, or in-person.

Bridging Education & Art Together (BEAT Global)
44-02 23rd Street Suite 414
Long Island City, NY, 11101
7189372328
<https://www.beatglobal.org/>

For more information:
Brittany Wilson
jobs@beatglobal.org

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