



## PART-TIME: Project Manager Consultant

### BACKGROUND

**Lawndale Children's Discovery Center**, guided by the North Lawndale Community Coordinating Council (NLCCC), is being developed to offer a historic opportunity to transform early childhood education and experience on Chicago's West Side. **Lawndale Children's Discovery Center** will be a vibrant, welcoming space for children from birth to eight to explore, play, create, learn and engage with parents, caregivers and each other. Rooted in the Lawndale community, **Lawndale Children's Discovery Center's** mission is to provide social emotional learning and engagement experiences for children and their families. Construction for **Lawndale Children's Discovery Center** will be completed by 2024.

### POSITION SUMMARY

**Lawndale's Children's Discovery Center** seeks an enthusiastic, creative and highly organized individual to manage the design, planning and its implementation. As a community lead and engaged endeavor, the Project Manager will report to NLCCC's **Lawndale Children's Discovery Center** Planning Committee Executive Committee.

### PRIMARY RESPONSIBILITES AND DUTIES

In partnership with NLCCC, the Project Manager will contribute to the conceptualization, planning and implementation of **Lawndale Children's Discovery Center** by:

- Representing **Lawndale Children's Discovery Center** at various community meetings and conduct outreach to residents and stakeholders;
- Serving as liaison with community partners, including community leaders, local child care providers, schools, City of Chicago partner agencies and other identified partners;
- Maintaining a data base of all partners, funders and collaborators;
- Serving as staff to museum planning committees, scheduling regular meetings and sharing notes with all committee members;
- Attending Ogden Commons Community Advisory Council meetings;
- Serving as liaison between volunteers and NLCCC members



## **QUALIFICATIONS**

- Bachelor's Degree in Education, Museum Studies, Art or other liberal arts field;
- Excellent oral and written communication skills;
- Strong Microsoft Office Skills
- Outgoing, positive personality and ability to connect with people is very important;
- Team leadership experiences
- Conflict and Time management experiences

## **GENERAL INFORMATION**

This is a part-time position with the goal of evolving into a full time position. This position will pay \$25 per hour for up to 1200 hours. Individual with deep roots on Chicago's west side communities encouraged to apply.

**Please submit resumes to [Dorine@new-covenantcdc.org](mailto:Dorine@new-covenantcdc.org)**