



Title: Temporary Project Manager-Tech

Salary: Up to \$60,000 depending on experience and qualifications (full-time)

Benefits: Employees are eligible for paid holiday, sick, and vacation leave; retirement benefits; life insurance, and medical and dental insurance benefits. Employees receive a store discount.

DUTIES:

The Project Manager is a dedicated organization-wide technology project manager. S/he will manage the acquisition and roll-out of a system that tracks the intake, inventory, and sales of salvaged materials at the ReBuilding Center. The system will be integrated across all departments and at all levels of the organization in order to create a cohesive, effective, and efficient way for the ReBuilding Center to monitor, analyze, and course-correct based on quantitative data.

Implementation will consist of acquiring and integrating the required software and hardware, developing and rolling out the required processes, and defining, tracking, and reporting on the metrics of success for the organization's systems.

The Project Manager is senior staff and reports to the Executive Director. S/he will liaise with department managers, administrative staff, and external contractors to accomplish objectives.

*This position will be funded for a three-year duration, although a core metric for the Project Manager's success is creating a level of external sales and internal efficiency so that it becomes a permanent position within the ReBuilding Center.

QUALIFICATIONS:

- A belief in the ReBuilding Center's mission to build community through reuse to strengthen the social and environmental vitality of communities.
- 8+ years of project management experience in complex environments
- Experience with Salesforce, Microsoft Windows Server OS, desktop OS, and network proficiency
- Experience across all phases of a program—design, implementation, evaluation, and refinement
- A demonstrated record of implementing complex systems alongside and for diverse stakeholders at varying levels of technical expertise
- Experience developing, monitoring, and reporting on metrics both horizontally and vertically across an organization
- A demonstrated understanding of basic accounting principles and financial analysis
- Experience integrating online and offline systems and processes
- Experience identifying and managing outside technology contractors
- Experience in retail, including sales and inventory management
- Experience with materials goods as related to contracting, fabrication, and construction
- A basic understanding of the salvaged materials industry
- Is innovative, diplomatic, has a sense of humor, and able to manage multiple priorities at once
- Can work for 4+ hours standing, sit for long periods of time, and can lift up to 25 pounds

HOW TO APPLY:

Email your cover letter, resume, and three references as one PDF to employment@rebuildingcenter.org with the words "Project Manager" in the subject line. No drop-ins or phone calls, please. The ReBuilding Center places a high value on diversity with a strong commitment to achieving a diverse workplace.

APPLICATION DEADLINE: 5:00PM ON Friday, April 7, 2017

Visit www.rebuildingcenter.org/careers to view the job description, compensation information, and application instructions.