



Position Title: Project Manager
Classification: Exempt, Full-Time
Reports To: Facilities Director
Location: 60616

Company Overview

Bright Star Community Development Corporation was birthed in September 2020 as the Community and Economic Development complement to the Social Services work done by Bright Star Community Outreach for the past 15 Years.

MISSION:

To develop high quality affordable housing, promote economic development by creating employment training, pathways and opportunities, and advocating for a more vibrant Greater Bronzeville community.

GOALS:

Increase access to quality affordable housing
Increase local workforce and job talent pool to capitalize on burgeoning sectors
Stimulate economic development for small businesses
Increase household income for low to moderate income families located in the service area

Position Overview

The Project Manager is responsible for overseeing and coordinating all logistical aspects of shelter needs. They act as a liaison to external resources including, but not limited to: community-based organizations, medical charities, and medical professionals to coordinate resources and implement safety-oriented policies and procedures that comply with program rules and policies in a shelter setting. The Project Manager works closely with the Shelter Manager and Supervisors to ensure the daily logistical and operational needs of the shelter are met.

Bright Star Community Development Corporation is committed to creating a diverse team environment that reflects the community we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



Scope of Responsibilities

- Ensure that safety protocols are being followed at all times.
- Conduct regular inspection of the facility to identify any hazards, inappropriate behavior, or necessary repairs, and take appropriate action.
- Be vigilant and aware of any potential threats to the facility, its residents, and staff, and take necessary precautions.
- Stay informed about the shelter's policies and procedures.
- Direct the team on how to respond to emergencies, making independent decisions within policy guidelines.
- Be prepared to provide crisis intervention and implement security and safety procedures in case of a critical or threatening situation.
- Keep track of daily reports and submit them to the city, including situation reports, incident reports, and occupancy reports.
- Oversee the data entry and tracking of client census, bed availability, and client exits.
- Coordinate client visits and transportation to off-site services.
- Collaborate with partners providing on-site services.
- Report and Shelter Manager needs to the Facilities Director, such as supplies, donations, or service gaps.
- Conduct daily inventory checks to ensure that everything is in order.
- Coordinate staff and other volunteers.

Preferred Background and Qualifications

- Strong knowledge of logistics, principles, practices and procedures.
- Ability to communicate in a professional environment.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities to identify and resolve challenges.
- Ability to work in a fast paced environment, adapting to changing priorities and deadlines.

For more information or to apply, please contact Nichole Carter at ed@brightstarcdc.com

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