Immediate Opening  
ELEVATE Concord Project Manager  
Fulltime, Exempt

Monument Impact (MI) is poised to launch ELEVATE Concord, Monument Impact’s Family Economic Equity Pilot that will provide a year of unconditional cash transfers to 120 families with young children living in poverty. With this first guaranteed income pilot in Contra Costa, Monument Impact seeks to address poverty and the slow economic recovery from the pandemic faced by the City of Concord’s lowest income families.

MI is seeking an experienced bilingual Project Manager (English/Spanish) with strong project management skills to work with a dynamic social justice organization serving the immigrant and refugee community in Concord, CA and East Contra Costa County.

About Monument Impact
Since 2001, Monument Impact has worked to address immigrants’ barriers to economic advancement in the Monument community of Concord and in East Contra Costa County. MI advances economic and racial equity in Contra Costa County by integrating advocacy with critical learning opportunities to ensure immigrants, refugees, and community members with low incomes have the power, skills and relationships to secure living-wage jobs, stable housing and good health. We envision a more equitable Contra Costa County where everyone, regardless of where they come from or how much money they have, thrives and plays an active role in the region’s social, economic and civic life.

Position Summary
The ELEVATE Concord Project Manager is responsible for coordinating the planning, implementation, and evaluation of ELEVATE Concord, an unconditional cash assistance pilot for 120 low-income single parents with at least one child aged 12 or younger. Building on the success of Monument Impact’s $2M pandemic Relief and Recovery Fund, the Project Manager will primarily be responsible for coordinating the pilot from outreach to working with MI’s back-end partner supporting the application and random selection process of participants and the cash distributions. The Project Manager will ensure applicants can access the online application portal and offer help for uploading verifying documents.

This role will work to build the impact of the pilot and ensure participants have a positive experience with the program while aligning program delivery with Monument Impact’s mission of improving economic justice and equity for immigrants. The Project Manager will serve as a key member of the ELEVATE Concord project team and will also work closely with Asset-Building program and other staff to strategize on retention and support strategies for pilot participants especially as they acclimate to and navigate opportunities and challenges faced by Guaranteed Income (GI) recipients.

The Project Manager reports to the Senior Program Director and works closely with MI’s Senior Advisor, Resource Coordinator and other key staff, as well as our corps of promotores who will conduct outreach.
Primary Areas of Responsibility

**Oversee Guaranteed Income Program Development**
- Facilitate outreach and engagement strategies for GI pilot recruitment with key staff and MI’s promotores, identifying local partners and census tracks for outreach; provide training about key talking points that will inform residents about ELEVATE Concord, application criteria, etc.
- Support development of outreach materials in English, Spanish and Farsi in coordination with project team and other MI staff.
- Serve as primary contact with MI’s back-end partner, ensuring the online application is opened on time and supporting any applicants who are struggling with the online portal.
- Work with the project team and back-end partner on details for the application, including development of the application questions and verifying documents that may be needed.
- Create and maintain systems of data management for the pilot in partnership with the project team and evaluator. Collect and track data on applications, including total number, zip codes, family size, etc.
- Identify measurable outcomes of program participation.
- Develop orientation training with the project team.

**Increase Engagement in Programming:**
- Expand participant engagement in MI and its many program opportunities.
- Create thoughtful and meaningful volunteer opportunities to support the pilot participation.
- Identify and develop new community partners to create collaborative program opportunities across community groups, especially in support of advocacy for guaranteed income.

**Coordinate Program Alignment with MI’s Advocacy Goals and Priorities**
- Serve as a program team member and work collaboratively to ensure that the pilot design incorporates an economic and racial justice lens and has a pathway to building worker agency and power.
- Establish a process for participants to share their stories periodically through the pilot year and then in the year that follows, working in concert with the program evaluator.
- Work with MI’s communications firm on storytelling/media training for participants to support shifting the narrative on guaranteed income and expanding GI programs throughout Contra Costa County.
- Provide support to all program offerings as needed.

**Required Qualifications and Skills**

**Work Experience:**
- Practical experience in executing tasks similar to those described above; ideally in a nonprofit environment.
- At least three years’ experience as program staff with experience in working with diverse communities.
- Skilled at engaging people from diverse backgrounds to work towards a common goal.
- Demonstrated success in developing successful collaborative working relationships with staff and local partners.
- Experience in tracking data.
- Proficient in Microsoft Office: Word, Excel, Power Point, Outlook
• Experience in relational databases such as Salesforce and Internet research is a plus.

Skills:
• Bilingual (English/Spanish).
• Demonstrated commitment to racial and economic equity.
• Exceptional relationship-builder with superior communication and interpersonal skills
• Excellent oral and written communication skills in English and Spanish.
• Experience in multicultural settings is essential.
• Highly motivated, hard-working and well-organized.
• Demonstrated commitment to excellence.
• Demonstrated track record of flexibility. Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems and provide creative solutions and meet deadlines in challenging situations.

Education:
• A Bachelor’s Degree preferred, but not required.

Salary and Benefits
This is a full-time, exempt position. Salary range is $63,000-$70,000 depending on experience. Our benefits package includes medical, dental and vision insurance; life insurance; and paid holidays and vacation. All employment at Monument Impact is ‘at-will’ and dependent on funding.

Application Process and Deadline
Qualified applicants should submit a resume, cover letter detailing your interest in and why your qualifications are a good fit for this position, and three references to info@monumentimpact.org with the Subject Line: ELEVATE Concord Project Manager. Resumes will be reviewed on a rolling basis. Position open until filled but preference given to applications received by Friday, July 7.

Monument Impact is an Equal Opportunity Employer; women, people of color and LGBTQI+ people are strongly encouraged to apply.