



JOB POSTING

JOB TITLE:	Project Manager		
PROJECT:	Global Talent Idaho		
LOCATION:	1607 W. Jefferson St., Boise, ID		
STATUS/ HOURS:	X_ Full Time ___ Part Time	<u>40</u> Hours per week	100% FTE
FLSA STATUS:	___ Exempt <u>X</u> Non-Exempt		
EEOC CLASSIFICATION:	___ Off & Mgr. <u>X</u> Prof. ___ Admin Serv. ___ Service Wrkr. ___ Tech		
PAY:	\$19.59 to \$22.00 per hour		
REPORTS TO:	Director, Idaho Office for Refugees		
POSTING DATES:	January 30, 2018 – February 12, 2018		

PROJECT SUMMARY:

Global Talent Idaho (GTI) is a critical project of the Idaho Office of Refugees (IOR) and Jannus, Inc. (formerly Mountain States Group). GTI's mission is to address the individual and systemic barriers that under- and unemployed university-educated and highly skilled immigrants and refugees face in obtaining professional, career-oriented, long-term employment. GTI provides customized training and personalized 1:1 coaching to enable job seekers to successfully compete for jobs in the U.S. that are commensurate with their education and extensive, valuable and international work experience.

Jannus, Inc., is a nationally recognized, diverse non-profit with a 43-year history of improving health, advancing public policy, and promoting economic opportunity. Jannus, Inc. has a long and successful history of implementing a variety of diverse and critically important programs including IOR and GTI.

POSITION SUMMARY:

The Global Talent Idaho Project Manager is responsible to manage the Global Talent Idaho project and staff, lead and direct GTI's development and continuous improvement, represent the project to partner and employer organizations, drive sustainability activities, oversee job seeker retention and advancement tracking and reporting, oversee and implement program marketing initiatives, cultivate and nurture employer relationships, manager volunteer programming and coordination, coach and mentor GTI direct service staff to achieve individual and program performance goals and metrics, and meticulously track, analyze, report and take action on program data.

QUALIFICATION REQUIREMENTS:

- Belief in, and commitment to, the mission and values of the Global Talent Idaho program with Integrity and credibility and strong desire and commitment to serve unemployed and underemployed university educated and professionally experienced immigrants and refugees
- Highly collaborative, with evidence of inter-cultural competence and genuine belief in the value of diverse teams and intentional inclusivity of culturally diverse perspectives and input
- Demonstrated ability to apply objective and sensitive judgment to a variety of unique situations faced by immigrants and refugees
- Demonstrated business acumen, including familiarity with business analysis, marketing and budgeting principles
- Knowledge of, and successful experience in, program/project management
- Proven leadership skills and experience managing and/or coaching/mentoring others
- Excellent verbal communication skills, superior interpersonal skills, sound judgment and a results-oriented mindset
- Experience researching and writing with excellent writing skills
- Demonstrated initiative, creativity, accountability and a focus on continuous improvement
- Proven track record of success in tracking and meeting performance-based goals

- Strong organization skills with detail-orientation and ability to prioritize and meet multiple deadlines
- Highly collaborative, with a track record of developing positive and productive relationships
- Comfortable using social media (i.e. Facebook, LinkedIn, Twitter, Instagram, etc.)
- Meticulous data tracking and reporting capabilities
- Computer skills including use of internet, calendaring and Microsoft Office suite and ability to learn new software
- Experience and comfort interacting with diverse people and non-native English Speakers preferred
- Experience with, or knowledge of, effective job seeking skills preferred
- Experience with Salesforce, learning management systems or other data base preferred
- At least three years' experience related to business analysis, finance, management, and/or marketing
- Willingness to travel to and conduct outreach in Ada, Twin Falls and Canyon Counties
- Available to attend some meetings and events during evenings and weekend hours
- Must have access to reliable transportation and be able to provide proof of state required liability insurance coverage
- Must be able to pass a criminal history background check

EDUCATION:

Bachelor's degree in business, management, marketing, finance, or other relevant field required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

WORKING CONDITIONS:

Works in general office environment. Travel to client businesses to provide on-site technical assistance is required.

PHYSICAL REQUIREMENTS:

Must be able to tolerate heat and cold, and to drive to client and community partner businesses in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.