Project Manager
One Year Project Employee–Part Time Position
AJC Chicago

Founded in 1906, American Jewish Committee (AJC) seeks to enhance the well-being of the Jewish people and Israel, and to advance human rights and democratic values in the United States and around the world. Among Jewish advocacy organizations, AJC is the leader in the global arena. We are known for our unparalleled access to diplomats, government officials, and faith leaders in more than 100 countries. In addition to our New York headquarters and Office of Policy and Diplomatic Affairs in Washington, D.C., AJC has offices across the U.S. and around the globe and maintains partnerships with Jewish communities worldwide.

AJC’s Chicago Regional Office seeks a part-time Project Manager who will be responsible for managing a new grant initiative focused on understanding and combating antisemitism in the Chicago theater community through Diversity, Equity, and Inclusion (DEI) trainings. The Project Manager will be responsible for research, communication, outreach, and coordination with a DEI company, and will be the primary facilitator and project liaison between AJC, the DEI company, and a local Chicago theater. The ideal candidate must be based in Chicago and have an understanding of Jewish life, antisemitism, DEI, and the Chicagoland theater community.

The Project Manager does all of this while adhering to AJC’s core values: Respect, Teamwork, Integrity, Excellence, and Accountability.

Salary: $30 - $40/per hour

The specific responsibilities outlined below are not exhaustive.
Primary Responsibilities:

- In consultation with AJC staff, establish framework and criteria for assessing potential DEI project partners
- Research and compile a list of Chicago-based and national companies which provide Diversity, Equity, and Inclusion training, with a preference for those which focus on or who have worked with theaters and/or arts institutions
- Vet DEI companies and provide recommendations as to the ideal companies to move forward with on a special, targeted pilot program with potential to expand
- Vet the pilot DEI training program to ensure it meets AJC’s standards for identifying, understanding, and combating antisemitism
- Create pre- and post-training surveys to assess program effectiveness
- Regularly liaise with AJC, DEI company, local Chicago theater institution, and the funding entity
- Manage the day-to-day activities of the proposed program, working with internal and external partners to develop appropriate timeline and deliverables and to ensure those deadlines are met
- Coordinate training dates, ensuring all parties receive necessary materials in advance
- Draft marketing and related communications materials for pilot program
- Draft and edit an annual project report, including a detailed expense report with narrative

Qualifications:

- Bachelor's degree and 4 plus years of work experience
- Self-starter who collaborates seamlessly with colleagues both inside and outside AJC
- Outstanding written and oral communication skills
- Excellent research skills
- A disposition to work collaboratively and problem solve
- Alignment with AJC’s mission and diplomatic style, with knowledge and passion for the organization’s key issues (including countering antisemitism, supporting Israel, protecting world Jewry, assuring human rights, and supporting democratic institutions)
- Ability to multi-task and work on many project components simultaneously
- Ability to work both independently and collaboratively with staff and lay leadership
- Ability to work effectively under pressure, make difficult decisions and follow through on agreed upon initiatives
- An entrepreneurial mindset; able to identify and pursue opportunities
- Availability to work occasional evenings and weekends, and to travel occasionally
- Fluency in social media

AJC is an Equal Opportunity Employer.

Please submit your application to: https://ajchr.wufoo.com/forms/s6azov317fcf31/