



SUNDAY CREEK HORIZONS, LLC (SCH) is collecting applications for a full-time **Project Manager** to advance the firm's mission of improving the lives of Appalachian Ohioans.

The Project Manager will lead and assist in servicing a diverse range of clients to support SCH's rapidly growing client base across Appalachian Ohio. Remote work is acceptable, but preference will be given to candidates located in and with ties to Appalachian Ohio. **To apply for this position**, please submit a PDF resume; cover letter; and two (4) professional references to hello@sundaycreekhorizons.com with the subject line "Project Manager." **Positions will be filled on an as needed basis.**

Core Responsibilities:

- The Project Manager's primary responsibility will be leading and coordinating all SCH interactions with a specified number of clients.
- The role will be responsible for managing key deliverables and producing them on a strict timeline; managing internal SCH workflows downwards to the Client Support staff and upwards to the V.P. of Operations and the President; and tracking communication with the Client to ensure that SCH overperforms on all contractual obligations and expectations.
- The Project Manager will also be responsible for leading in delivering products to existing clients, in partnership with the V.P. of Operations and SCH leadership. The nature of this work will include but not be limited to: research; drafting written products; tracking timelines of key deliverables; and creatively expanding the aperture of SCH deliverables.

Qualifications:

- Demonstrated experience in managing complex projects and ensuring deliverables are met on strict timelines in a fast-paced environment.

- Demonstrated experience and interest in coalition building and management, with an ability to bring disparate stakeholders together around core issues.
- Strong writing, research, analytical, strategy, and communication skills are required. Ability to work in a collaborative style as part of a team is required.
- Experience working with non-profit organizations, public-private partnerships, and agencies in Appalachian Ohio is not a requirement but will be positively considered.
- Experience interfacing with government agencies -- from the U.S. government down to city and county government -- is not required but will be positively considered.
- No minimum number of years experience or education level is required, though a Bachelor's degree and at least two years working in the region will be positively considered.

Compensation + Logistics:

- Compensation will be commensurate with experience, but candidates should expect at least \$42,000 per year in salary.
- The position is remote, but location in Southeast Ohio is preferred. Proximity to Athens, Ohio (where SCH HQ is located) is a plus.
- Access at home to high-speed internet is a must. Ability to travel by car around the region, and working occasional nights and weekends, is also preferred. Reasonable business expenses will be covered or reimbursed, like mileage driven for work.

SCH is an equal opportunity employer, and values diversity in its organization. Women and minority candidates, particularly in Appalachian Ohio, are strongly encouraged to apply. SCH is committed to reversing the "brain drain" phenomenon that has plagued southeast Ohio in its hiring, and candidates will be positively considered who can demonstrate working with SCH will keep them in or bring them back to living in Southeast Ohio.