

Position: Program Manager, CVI Leadership Academy

Reports to: Director of Programs

Preferred Start Date: ASAP

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit

<https://urbanlabs.uchicago.edu/labs/crime>.

The Role

The University of Chicago Crime Lab is seeking a Program Manager to join the team! The Program Manager has a unique opportunity to collaborate with diverse stakeholders across the field of community violence intervention to launch and manage a new leadership and management academy. The Program Manager is responsible for ensuring project deliverables are completed according to both internal and stakeholder timelines by developing and executing project plans, identifying and mitigating project risks, facilitating communication, and assisting with administrative and logistical tasks.

Duties and Responsibilities

- Defines project milestones, establishes timelines, monitors and tracks project progress, and escalates risks and issues to management as needed.
- Creates and maintains comprehensive project documentation including detailed work plans, schedules, project estimates, resource plans, and status reports
- Supports development of policies, procedures, and workflows

- Ensures that the project progresses in accordance with its contractual obligations and complies with donor regulations and internal organizational policies
 - Plans, manages, and reports on tasks and deliverables
 - Serves as primary administrative contact for vendors, contractors, and program participants
 - Collaborates academic and administrative divisions across campus to support procurement, contracting, and payments
 - Drafts and publishes communications content through authorized channels, such as website and email, to ensure content is up-to-date and accessible to key stakeholders
 - Gathers and analyzes data from multiple sources across campus to inform decision-making
 - Plans, coordinates, and manages events, and meetings; researches logistics, assists with planning and preparing presentations, event outreach, and post-event write ups
- Completes other duties as assigned.

Education

Bachelor's degree in economics, public policy, sociology, or a closely related field. Advanced degree strongly preferred

Experience

- 5-7 years of experience
- **Knowledge:** The ideal candidate will possess knowledge in the field(s) of higher education, and/or criminal justice, reentry, or violence fields, including knowledge of capacity building, technical assistance, training, or related work.
- **Commitment to social justice and equity:** Passionate about social justice, ending poverty, and advancing racial and gender equity.
- **Language Skills:** Ability to read, analyze, summarize, and interpret research from a variety of disciplines. Ability to utilize research.
- **Computer Skills:** Proficiency Microsoft Access, Excel, and Word preferred. Proficiency in Internet Explorer, Outlook/Exchange; Windows operating systems; and other software routinely used by the University
- **Other Skills:** Experience working with multiple stakeholder groups in communities, strong group facilitation skills verbal and written communication skills, strong project management skills and an ability to work collaboratively and shepherd projects

Competencies

- Ability to work independently and in a group setting.
- Experience managing a team and providing direct supervision.
- Ability to train others and provide professional development.
- Strong time management and project management skills with a success in roles requiring execution of multiple tasks while responding to multiple priorities with little supervision.

- Demonstrated ability to build and maintain relationships, and work effectively in a collaborative research environment
- Proven ability to work with efficiency, flexibility, and good humor.
- Track record delivering superior results and assuming leadership roles.
- Strong problem-solving skills and ability to proactively manage risks.
- Demonstrated judgment and discretion in the handling of sensitive information.

To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR21220**.

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

If you have questions about the Workday system, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.