

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: Project Manager

REPORTS TO: Director of Operations

RESPONSIBILITIES:

- Manage assigned contracts.
- Ensure goals are met.
- Maintain Program Correspondence.
- Liaison with contractor (funding source)
- Proposal development.
- Marketing/Outreach
- Project Planning.
- Quality Assurance.
- Work as a Team Leader and contribute to the team.
- Ensure reports to management are on time and complete.
- Manage schedules to ensure efficient delivery of service.
- Maintain results of project.
- Hold regular project meetings.
- Ensure service is delivered effectively according to specifications.