



The Ability Experience Project Manager Announcement

Position Title: Journey of Hope Project Manager

Reports To: Director of Logistics

Location: Remote/ Kelley A. Bergstrom Leadership Center of Pi Kappa Phi, Charlotte, NC

Remote Dates of Internship: February 2019 - end of semester

In-Office Dates of Internship: PM Retreat (one weekend in March 2019/ Date TBD) / May 2019

On the Road Dates of Internship: May 26 - August 16, 2019

Qualifications/Requirements:

- Initiated Member of Pi Kappa Phi Fraternity
- Excellent verbal communications and interpersonal skills
- Detail-oriented and have ability to execute events
- Proven ability to identify, analyze and solve problems
- Have an attention to detail
- Ability to address interpersonal conflict
- Ability to work smoothly in a fast-paced, intense environment
- Ability to lead peers toward a common goal
- Valid Driver's License

Education/Experience:

- Pursuing or have acquired a college degree
- Experience in team management, peer leadership and event execution
- Understanding of The Ability Experience and programs required
- Ability Experience team events experience required

Overview: The success of a Journey of Hope trip starts and ends with the Project Manager and how he leads his team through triumphs and hardships. The Ability Experience is seeking three Project Managers to lead and execute a single route of Journey of Hope beginning remote February 2019 and in the office May 2019 prior to departing for the trip. The Project Manager will accomplish this by attending bi-weekly trainings via Skype, attending a Project Manager retreat, and preparing for the route in-office prior to the trip. The Project Manager will successfully execute their respective route by communicating daily with volunteers, sponsors, police and event planners across the country. The Project Manager will be expected to hold himself in a professional manner while working alongside The Ability Experience and Pi Kappa Phi employees. The goal of the Project Manager is to execute the trip while managing a team of 35 undergraduate men with the assistance from the Operations Coordinator and Crew Chief.

Duties and Responsibilities:

PRE-EVENT/ REMOTE RESPONSIBILITIES:

- Fundraise \$1,500 for The Ability Experience
- Actively participate in bi-weekly leadership training meetings with the Director of Logistics via Skype
- Attend the MANDATORY Project Manager retreat in March (date TBD based on availability of those involved)
- Take an American Red Cross in-person certification for CPR/First Aid
- Take and earn at least an 80% on the Traffic Safety 101 Skills Quiz
- Assist in soliciting and communicating to The Ability Experience volunteers and sponsor for team events when needed
- Duties as assigned

PRE-EVENT IN-OFFICE RESPONSIBILITIES:

- Prepare team and crew materials
- Learn and review the day-to-day logistics for respective route and contact volunteers and sponsors as needed
- Practice facilitating “real-life” scenarios that occur on the trip such as morning circle ups, team meetings, team builders, sponsor t-shirt presentations, and media interviews
- Conduct pre-event check-in calls with all team members on route
- Prepare equipment for shipping and event execution

DURING THE EVENT

Enforcement of The Ability Experience’s Safety Management Plan

- Enforcing all of The Ability Experience’s Safety Management Plan components consisting of the Policies and Procedures, Safe Cycling Guidelines, and Crisis Management Plan throughout the entire trip
- Ensuring all official routes are scouted and communicated to crew prior to allowing cyclists on designated roads
- Addressing interpersonal conflict among team members and holding all team members accountable of actions in accordance with the Safety Management Plan

Oversee and facilitate day to day trip logistics

- Travel with Journey of Hope cross-country, fulfilling the duties as the team leader
- Communicate daily with The Ability Experience volunteers and sponsors about upcoming and day of events
- Oversee execution of logistics for Journey of Hope route including lodging locations, showers, meals, Friendship Visits, team activities, team meetings, daily agenda, routing, etc.
- Scout remainder of day’s route to new city and report updates back to crew
- Distribute Journey of Hope grants along the route to pre-determined organizations

Successful Team and Squad Management

- Responsible for team management including overseeing all crew members, crew duties and cyclists
- Communicate daily with the assigned staff leads about team behavior, logistics and sponsor relations
- Ensure all squad duties are completed on a nightly basis
- Ensure all members of squads participate in assigned squad duties
- Resolving issues as they arise amongst squad members/ squads

Routine Evaluation Completions

- Update city log with detailed notes for lodging, friendship visit, meals, logistics of the day
- Update iMIS with new or changed volunteer and sponsor contact information

Post-Event Responsibilities (In-Office/Charlotte, NC)

- Finalize and confirm that all route notes and route sponsor/volunteer contact information has been updated
- Send out final “thank you” letter and pictures to route sponsors
- Meet with Director of Logistics for a complete event debrief
- Other duties as needed

Credit Hours:

The Ability Experience will assist applicants in qualifying for college credit through their respective universities. Past Project Managers have received 6-12 hours credit for their experience. This opportunity may vary among universities and education programs.

Experience Gained:

- Management of a large group of peers
- Exceptional communication
- Planning and executing event experience
- Unique networking opportunities
- Crisis Management experience
- National staff/Headquarter experience

Compensation

The Ability Experience provides a stipend that is paid on the 15th and 30th of each month from May - August. Travel to Project Manager Retreat will be paid for by The Ability Experience. Furnished housing and utilities are provided at no cost during in-office time for the month of May. Project Managers are responsible for travel expenses to Charlotte in May and from Charlotte at the completion of the End of Trip responsibilities. The Ability Experience will pay for travel to Crew training on the west coast.

PROJECT MANAGER APPLICATION ESSAYS

To better get to know your motivation behind applying for the Project Manager position, please answer the following questions.

1. Describe your interest in becoming a Project Manager for a Journey of Hope route. What about this opportunity excites you? What strengths can you bring to this role? What do you hope to get out of your involvement as a Project Manager? How do you think an opportunity like this will impact your future?
2. The role of Project Manager can be a stressful and demanding job. Please provide an example of a time when you had to work in a high-pressure or stressful situation. What are some challenges you envision yourself facing on the road?
3. Project Managers communicate with various people in a variety of forms on a daily basis. Examples include team members, The Ability Experience staff, volunteers/sponsors, participants at friendship visits and media constituents. How would you describe your communication style and level of attention-to-detail? What areas of communication do you need to improve upon? Be honest. Please give specific examples from past peer leadership experiences.

Application Procedures

Interested applicants should email a resume and essay responses to Chelsea Ball, director of logistics for The Ability Experience. Applications will be reviewed starting November 18, 2019. Positions are open until filled. Please direct applications and any questions to Chelsea Ball at cball@abilityexperience.org or (980) 318-5395.