

EXECUTIVE OFFICE PROJECT MANAGER

The Executive Office Project Manager position at the Housing Authority of Baltimore City (HABC) offers an opportunity to contribute to the long-term viability of the nation's fifth-largest public housing authority. The HABC provides safe, high-quality affordable housing to over 25,000 residents in public and subsidized housing. The HABC seeks to maintain a vibrant and diverse community by providing residents with access to housing in safe, livable, and decent neighborhoods.

As an HABC employee, you will become part of an organization, dedicated to creating and sustaining communities in Baltimore. The Executive Office Project Manager will partner with executive and departmental leadership to plan, manage, and coordinate high level agency projects. From development to post-implementation – you will identify the tools, systems, and resources needed to deliver exceptional projects for multiple departments in the agency.

The ideal candidate will use their organizational skills and experience in managing projects to work across the agency, overseeing and maintaining quality controls for multiple high level agency initiatives.

The Executive Office Project Manager reports to the Executive Director and is based in Baltimore, MD.

Our ideal candidate will possess the following qualities:

- Experience working with all levels of employees in both individual and group settings with a proven ability to influence all levels of the organization through transparent, trusting, respectful, and highly communicative relationships
- Proven ability to develop, coordinate, and implement successful projects with emphasis on technology related projects
- Proven ability to develop and carry out strategic initiatives with set deadlines
- Ability to work with and service all levels of an organization, developing strong partnerships with internal colleagues as well as external strategic partners
- Ability to multi-task, prioritize, and manage a multitude of conflicting priorities against competing deadlines

Education/Experience: Bachelor's Degree and a minimum of four (4) years of experience in project management, with experience on IT related projects. PMP certification preferred. Advanced time management and analytical skills are critical. Demonstrated experience with internal client-facing communication skills.

An equivalent combination of education and experience may be considered.

Equal Opportunity Employer / Equal Housing Opportunities

Location: Baltimore, MD. Only local travel required.

Organization: Housing Authority of Baltimore City (<http://www.baltimorehousing.org/>)

Compensation: Commensurate with experience and qualifications. Comprehensive benefits package included.

To apply: Please e-mail your resume, cover letter, and salary requirements to recruit@humancapitalinitiatives.com with "HABC Executive Office Project Manager" in the subject line. Please do not contact HABC directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.