



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889  
tryingtogether.org

**Position:** EARLY CHILDHOOD PROJECT MANAGER

**Full-Time | Salary Range:** \$45,000 - \$48,000

**Culture:**

Trying Together’s mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together encourages its team, partners, and communities to interact compassionately and honor the range of cultures, ideas, and identities that root each person. Young children develop and learn by example; this means that children whose early learning environments reflect just actions, equitable opportunities, diverse representation, and inclusive approaches experience healthier interactions and build relationships that enable them to thrive.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

**Purpose:**

The Project Manager will be goal-oriented, will lead and supervise a project through completion, overseeing successful output. The Project Manager will outline the project’s goals and objectives while acting as a liaison between the regional child care providers within specific project footprints, Quality Initiatives members, and local funders.



### Responsibilities:

- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society by actively participating in professional growth opportunities.
- Actively work with peers to create a culture of belonging at Trying Together.
- Willingness to disrupt practices that do not honor children's, families', educators' and colleagues' humanity.
- Strategize and outline the project scope and goals for each project.
- Create long and short term plans for each project, including setting targets, adhering to deadlines and allocating resources.
- Coordinate cross-project strategies across Quality Initiatives and Data teams.
- Estimate and implement project budgets.
- Monitor and coordinate multiple projects and utilize resources for multiple projects.
- Manage the day to day detailed aspects of the projects.
- Manage and submit project documentation.
- Identify and manage potential risks within projects and work with the Quality Initiatives team to address.
- Maintain a project timeline and monitor and track progress toward goals.
- Develop strong relationships with all project partners.
- Serve as the primary point of contact for project partners, ensuring they have the information needed about progress, and that all deliverables are completed on time, on budget and exceed expectations.
- Continually seek strategic opportunities to build on project work and increase project impact.
- Have the ability to think critically when problem solving and decision making.



- Have the ability to multitask, prioritize and manage time effectively.
- Have excellent written and verbal communication, interpersonal and negotiation skills.
- Prepare and present progress and budget reports to the Associate Executive Director and Executive Director.
- Have a working knowledge of local, state and national systems for early care and education.
- Be willing and able to engage in honest self-reflection about progress and her/his contribution to the process.
- Be able to work independently and as a team member.
- Be able to interact with others in a positive and professional manner.
- Have experience with project management methodology and techniques; performance evaluation and change management principles.
- Have experience with compiling and following strict budgets.
- Be able to maintain confidentiality.
- Have excellent data collection and analysis skills.
- Have a strong attention to detail.
- Have good judgment and decision-making abilities.
- Be able to demonstrate enthusiasm and flexibility.
- Work collaboratively across departments within Trying Together to meet the mission and accomplish the work.
- Participate in initial and ongoing professional development for the purposes of continuous learning and expanding one's professional knowledge base.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measure project performance, and support continuous quality improvement in the organization's resources and services.
- Other duties as assigned.



### **Qualifications:**

- Bachelor's degree in Early Childhood Education or related field; advanced degree preferred. Specialized certifications welcome. Related degrees and ECE experience considered.
- Three years experience in program management, project management, administration or related field.
- Experience with Google workspace, Microsoft Excel/Google sheets, Adobe Acrobat and project management software.
- Intermediate to advanced computer skills, Internet and email.
- Must have a valid PA Driver's License and proof of insurance.
- Ability to work occasional evenings and/or weekends.

### **Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

### **Required Training:**

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment for staff with a Bachelor's Degree).

### **Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.





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**Interested Applicants:**

Applicants can apply below and upload their cover letter, resume, and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

