

BetaNYC Temporary Project Manager (Summer 2017)

OBJECTIVE

As team member, help BetaNYC identify educational and civic innovation opportunities in New York City. Primarily, you will be researching agencies/organizations, individuals, venues, and civic tech or open data projects. You will be responsible for coordinating outreach, meetings, and a shared team calendar. At the end of an intensive three months, help you will help the BetaNYC team solicit a new project plan.

TASKS

- Provide project management and risk management by coordinating internal resources and third parties for the flawless execution of project.
- Assist in the coordination of project related meetings.
- Support the team and the project partners as needed.
- Craft messages, documents, and surveys for external review.
- Participate in the research of agencies/organizations, individuals, venues, and civic tech / open data projects.
- Advise and outline all the items for a successful planning, interviewing, and budgeting of selected individuals or organizations.
- Assist in the outlining of two activity reports.
- Advise and outline all the items for a successful weekend civic innovation (i.e. hackathon / data jam) event plan, budget, and scope.
 - Advise in the development of a detailed project plan to monitor and track progress.
 - Development of potential partners.
 - Produce event templates to review: Pre-event timeline, event objectives, detailed challenges, budget template, run of show / event tick-tock, equipment list and materials, event agenda, event map, volunteer schedule, call list, event sponsor template, participant survey, event budget.
 - When necessary, hold follow up meetings or phone calls to ensure events are fully conceived.
 - Provide event venue requirements and scout out locations.
- Event planning and coordination
 - Work with the team to outline event execution strategy, secure workshop venues, procure equipment and event catering.
 - Provide advice in promotion, media, and event strategy.

SKILLS AND REQUIREMENTS

- Leadership Skills: You will have to keep the team motivated, resolve conflicts and outline the consequences of hard decisions.
- Time Management: You will be working with a wide variety of contacts from government employees to BetaNYC community members. Often you will be spinning multiple plates at once.
- Math and Budgeting: this role will be expected to maintain a project and events budget.
- Analytical Skills: You will need analytical skills to solve problems that may come up during a typical work day. You will be analyzing data and making decisions that affect the project outcomes.

HOURS AND COMPENSATION

This is a short four to six month project and one would be hired as a temporary, hourly employee. While some days can be virtual, we are expecting you to co-locate with the team in Lower Manhattan. Currently, we have budget for \$15/h for 120 hours per month for a total of \$1,800 a month. For exceptional candidates, we are

open for this position to be part-time. Should we secure additional funding, we are open to increasing hourly compensation.

APPLICATION

We are interviewing candidates on a rolling basis. After an initial screening, you will be required to submit three references pertinent to previous employment.

BetaNYC is dedicated to a healthy and diverse working environment. All are welcome to apply. For financial compensation, you must be eligible to work in the United States.

If you have any questions, please email noel+hireme@beta.nyc

