



LIBRARY OF VIRGINIA

PROJECT MANAGER

Position #00011, Pay Band 5, Non-Classified Position

Salary Range: \$55,000 - \$65,000

Open to the General Public

JOB SUMMARY

The Commonwealth of Virginia's Commission to Study Slavery and Subsequent De Jure and De Facto Racial and Economic Discrimination against African Americans is seeking a Project Manager who will manage and coordinate the work of the Commission. This position will work under the direction of the commission and the commission's agency partner, the Library of Virginia, to research, synthesize, and report on findings on a wide range of historical and current forms of discrimination against African Americans in Virginia. The project manager will also assist in disseminating the commission's findings to a wide general audience and help to develop public policy proposals to redress these inequities. (For the full scope of the commission's work, please see the enabling legislation.)

This position will be eligible for state benefits. This is a temporary, full time position which is expected to last for at least two years.

SUMMARIZED JOB DESCRIPTION

The position will support the goals of the commission by carrying out the following responsibilities:

- Coordinate research projects into each of the areas of focus in the enabling legislation;
- Develop and maintain collaborations with research partners, including individual scholars, state agencies, state universities, private research centers and institutes, and other potential partners;
- Communicate the commission's findings in writing and in-person to diverse constituencies;
- Assist the commission and the Library with project fiscal administration;
- Provide content for the project's digital presence via webpages, social media, and other means;
- Supervise all project correspondence, recordkeeping, and other office tasks;
- Assist communications staff with media requests; and
- Any additional tasks/projects as assigned by the Commission.

QUALIFICATIONS

- Degree in the social sciences, history, African American studies, public policy, or a related field. M.A. degree preferred;
- Minimum of two years of work experience in the above fields preferred;
- Knowledge of current scholarship on race and research methodologies in the social sciences and public policy;
- Knowledge of the tenets of public engagement and the ability to share research findings in a way that makes them "accessible and useful" to the public and policy makers;
- Experience conducting and directing archival research;
- Strong interpersonal skills and ability to communicate and work with a diverse group of stakeholders, including co-workers, scholars, policy makers, vendors, and the public; and
- Experience planning and implementing large-scale programs.

APPLICATION INSTRUCTIONS

Applications for this position must be submitted electronically through <https://virginiajobs.peopleadmin.com/postings/250538>. Mailed, emailed, faxed, or hand delivered applications and resumes will not be accepted. Information on the application is the primary source used for screening the position. Phone calls and emails are not accepted regarding an inquiry to the status of an application.

The first round of applications will be provided to the Commission's hiring committee on November 12, 2021. This position will be posted until it is filled.

Note: The Division of Legislative Services' Human Resources Office is assisting the Commission with this position posting.