



## **Project Manager, Family-Run Organization (FRO) Planning Position Description**

### **ABOUT EAST SIDE ALIGNED**

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be healthy and safe in their environments; socially connected and emotionally secure; successful in school, college, and work; and positively engaged in their community.

Comprised of over 180 strategies, the Roadmap reflects the community's aspirations for young people as well as the willingness of people and organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey. In 2022, East Side Aligned (ESA), the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change.

### **POSITION OVERVIEW**

East Side Aligned is seeking an experienced Project Manager to lead the development of a comprehensive Implementation Plan for a new Family-Run Organization (FRO) focused on children's mental health services. This grant-funded position will play a crucial role in creating a business plan that will guide the operationalization of a youth and family-centered, equity-based, and trauma-informed organization serving Illinois families. Responsibilities include:

#### **Project Leadership & Planning**

- Lead the development of a comprehensive FRO Implementation Plan, ensuring alignment with grant requirements and organizational objectives
- Create and manage project timelines, milestones, and deliverables
- Develop and monitor project budget and resource allocation
- Identify potential risks and develop mitigation strategies
- Prepare regular status reports and updates for stakeholders

#### **Stakeholder Engagement & Management**

- Recruit and coordinate meaningful involvement of diverse stakeholders, including families, caregivers, and youth
- Facilitate collaborative planning sessions and workshops with stakeholders
- Build and maintain strong relationships with community partners, mental health service providers, and family advocacy groups
- Ensure authentic family voice and leadership throughout the planning process
- Create and implement strategies for ongoing stakeholder communication and engagement

#### **Implementation Planning**

- Develop strategies to enhance family participation and leadership in mental health systems
- Plan for the integration of evidence-based and promising peer-delivered practices
- Design capacity-building initiatives for family/caregiver peer support providers
- Create sustainability plans for regional family/caregiver networks
- Develop frameworks for measuring and evaluating program impact

**REQUIRED QUALIFICATIONS**

- Bachelor's degree in relevant field (e.g., Public Health, Social Work, or related field)
- 5+ years of project management experience, preferably in nonprofit or healthcare settings
- Demonstrated experience in stakeholder engagement and facilitation
- Strong understanding of mental health systems and family support services
- Experience in developing implementation plans or business plans
- Excellent written and verbal communication skills
- Proven ability to work effectively with diverse communities
- Strong organizational and time management skills

**PREFERRED QUALIFICATIONS**

- Lived experience as a family member/caregiver of a child with mental health needs
- Master's degree in related field
- Experience working with family-run organizations or family advocacy groups
- Knowledge of trauma-informed practices and equity-based approaches
- Experience with grant-funded projects
- Familiarity with Illinois mental health system and community resources

**REQUIRED COMPETENCIES**

- Strong commitment to family-driven and youth-guided approaches
- Cultural humility and demonstrated commitment to diversity, equity, and inclusion
- Ability to build trust and rapport with diverse stakeholders
- Excellence in facilitation and group process management
- Strategic thinking and planning capabilities
- Strong analytical and problem-solving skills
- Ability to manage multiple priorities and deadlines
- Collaborative leadership style

**WORKING ENVIRONMENT**

- Position requires some flexible scheduling to accommodate stakeholder availability
- Some travel within Illinois may be required
- Hybrid work environment with both in-person and virtual meetings

**SALARY:** \$55,000

**BENEFITS (*Partial List*):**

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 2 days a week

Submit cover letter, resume, and questions to [admin@eastsidealigned.org](mailto:admin@eastsidealigned.org)

Position will be posted until filled