



Pillar Consulting is seeking a part-time program manager to oversee management and support across a portfolio of projects. Pillar Consulting offers a variety of research and evaluation services to non-profit, academic, and philanthropic organizations. Drawing upon the expertise of top researchers, practitioners, students and community advocates across the country, we partner with national and international organizations to engage and mobilize partners in setting evaluation priorities and establishing clear programmatic goals. Our current portfolio includes projects focused on diversity, equity and inclusion (DEI), COVID-19 prevention, early childhood development, child literacy and other equity-focused initiatives.


The successful candidate will be a self-starter and be able to work independently as well as on a large, multidisciplinary team. Interest and prior experience in one or more of the following areas is preferred: qualitative research; research data analysis, designing and assessing health communication materials and community engagement.

Essential Duties

- Direct, organize and control project activities; develop a comprehensive workflow process for projects; independently manage all aspects of work start-up, implementation, and close out
- Review project proposals and deliverables with partners to determine proper lead time, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of work
- Assist in managing moderately complex projects, including attending client and project meetings, taking meeting minutes, submitting project deliverables and coordinating with project staff
- Maintain communication with project members to assure timely and efficient completion of jobs, proper communication and documentation of issues
- Provide programmatic support when necessary (e.g., meeting coordination, partner management, relationship building); compile and synthesize information from meetings with various partners
- Contribute to project progress reports, deliverables, timelines, and budgets
- Perform work with moderate supervision from senior consultants
- Other responsibilities as assigned

Qualifications

- Relevant bachelor's degree received from accredited institution
Excellent organizational and time management skills and the ability to consistently follow through and follow up with assignments of others
- Ability to work on multidisciplinary teams and manage multiple priorities
- Ability to clearly, concisely, professionally, and effectively communicate in writing and verbally with team members, partners and individuals in other organizations, including report writing
- Demonstrated experience in program and budget management
- Strong research and analytical skills, emphasis on social research and evaluation preferred.

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- Excellent knowledge of MS Word, Excel, PowerPoint, and Outlook
 - Strong interpersonal skills
 - Excellent attention to details

Hours Per Week:10

Work Schedule: M-F, hours negotiable; must be available for weekly team meetings.

Pay: \$24/hour

Additional Information:

Employer will not sponsor for employment Visa status

Interested candidates should submit a cover letter and resume to office@pillarconsultingrtp.com.
Incomplete applications will not be considered. No phone calls please.