



JOB DESCRIPTION

Project Manager, Programs and Committees

The Common Ground Alliance (CGA) is the premiere trade association focused on reducing damages to underground facilities in North America through shared responsibility among all stakeholders. The CGA is a member-driven association of nearly 1,800 individuals and organizations across the damage prevention industry committed to saving lives and protecting underground infrastructure by promoting effective damage prevention practices. For more information, visit www.commongroundalliance.com.

CGA is seeking an organized, motivated self-starter with experience in committee and project management to join our fast-paced team. The Project Manager for Programs and Committees will work closely with members and staff to manage and support multiple core programs, committees and initiatives. Experience in the damage prevention industry is preferred. This position will report directly to the Vice President of Strategic Initiatives and Programs.

Responsibilities

- Manage/facilitate committee activities that support core programs through direct communication with staff, committee leaders and members, and provide project support to committees, working groups and task teams. Responsibilities include but are not limited to:
 - Scheduling and preparing for meetings and conference calls
 - Writing and distributing agendas and meeting minutes
 - Documenting/tracking action items and next steps
 - Maintaining and organizing relevant committee files
 - Managing projects including deadlines from inception to completion
 - Working with volunteers and other staff to implement projects
- Manage, implement, and track progress of programs and initiatives, including developing and executing project plans, documenting deliverables and budgeting requirements, and leading status meetings and other tasks as appropriate.
- Oversee procurement process to support programs when subcontractor support/vendors are needed for key projects, including drafting requests for proposals and coordinating evaluation of submissions.
- Facilitate meetings and present updates to committees, staff and industry groups.
- Provide written status reports to staff and committee leaders on program progress.

Requirements/Qualifications

- Bachelor's degree and more than five years of experience in project and/or committee management. Damage prevention industry experience is preferred.
- Self-motivated, proactive consensus builder with the ability to manage workflow and meet goals with little or no supervision.
- Experience prioritizing, organizing, and tracking details, effectively managing deadlines and multiple priorities.
- Accomplished problem solver with analytical skills.
- Demonstrated ability to communicate clearly, concisely, and effectively to express information in both written and oral context with staff, members and subcontractors.
- Experience facilitating meetings and presenting to industry groups/audiences.
- Experience with strategic project planning process for committees and programs.
- Demonstrated proficiency working across various technology platforms and applications including member/customer management systems.
- Possess a high-level of professionalism and confidentiality while remaining flexible, proactive, resourceful and efficient.
- Some travel, non-traditional work hours, and weekend work required.

Salary commensurate with experience. Compensation includes health benefits as well participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to jobs@commongroundalliance.com.