

Project Manager Proposal

Need: The FMCoC has a variety of initiatives and events throughout the year that need coordination/point person. Currently, these tasks are shared by FMCoC Directors “in addition to” day-to-day jobs and as a consequence we have seen events that get put together at the last second, details overlooked, and/or drops in follow up between events.

History: Following the Action Camp in January 2023, Community Solutions proposed the creation of a Project Manager position that would be responsible for coordination of CoC initiatives in the current change cycle.

Established Goals: The project manager will be responsible for task management and follow up. Including but not limited to tasks such as:

- Event Planning- guest lists, RSVPs, meals/food, locations, IT equipment, other supplies
- Follow Up- gather and provide updates on subgroups progress, flag leadership when support is needed
- Coordination of processes, committees, and other identified tasks

Agency: Elevate Community Services has agreed to staff the Project Manager position on behalf of the FMCoC.

Cost and Time Frame: Cost would be billed at actual hours worked with an inclusive rate of \$40.40/hour. Projected 10 hours per week for general support and 3-5 hours per month for website support, but only actual hours worked on projects will be billed. If approved, this service would be provided through December 31, 2023, with a maximum cost of \$12,500.

Duties & Tasks: To include but not limited to:

- Facilitate Action Camp Meetings
 - Send Invite & Track RSVPs
 - Facilitate day of activities with equipment/supplies
 - Coordinate food for program days
 - Gather week updates from subgroups/committees and provide updates to leadership team
- FMCoC Website
 - Update membership list
 - Post announcements
 - Post meeting agendas and minutes
 - Produce scheduled content for website and social media
- FMCoC Leadership Support
 - Prepare and send agendas for meetings as assigned

- Take notes/follow up items
 - Support follow up action/coordination
- Other tasks as directed by leadership/CoC Board of Directors