

Job Posting

Title: Project Manager Philadelphia Equal Justice Center (EJC) Virtual Hub

Are you passionate about legal equality? Are you driven to want to do something to improve outcomes for underserved communities in Philadelphia? Do you believe in equal justice under law and the value of human-centric design in re-imagining a justice system that works for everyone? If yes, then this may be an ideal opportunity for you. The Philadelphia Bar Foundation is actively recruiting for a full-time, high-level manager to supervise a technological and process driven project to enhance and improve existing civil legal delivery systems to provide equal access to justice for all Philadelphians. In helping to develop and implement the EJC Virtual Hub - a navigation portal for civil legal aid in Philadelphia - you would be responsible for managing all aspects of the project to ensure the Philadelphia Equal Justice Center (EJC) Virtual Hub is on schedule and in alignment with the objectives set by the EJC Steering Committee.

What will you do?

The EJC project manager works in partnership with the Executive Director, and in coordination with the Community Liaison Lead, to advance the work of the Foundation/EJC through the planning, budgeting, tracking, coordination, oversight and implementation of EJC Virtual Hub goals and tactics. The Project Manager will drive planning, tracking and completion of all EJC related activities and deliverables. The Project Manager will function as the liaison between the EJC Steering Committee, other project stakeholders, PBF/EJC Staff, and the Technical Development Team to advance the project and keep all tasks and priorities on track. Activities will include building the project plan, tracking deliverables, coordinating reporting and input among stakeholders, and tracking the budget. The position requires excellent attention to detail, creative thinking, evaluation and study of problems and written solutions and presentations to those problem. In addition, the project manager will serve as a liaison between the steering committee and technical experts for the development of the navigation portal and related initiatives.

What can you bring to PBF?

A familiarity with human-centered design, and expertise in the doctrine of completed staff work is essential. A gift for organization and coordination of work streams from conception to fulfillment. A passion for the mission of the organization and a desire to work collaboratively with socio-economically diverse Philadelphia communities. A familiarity with navigating complex legal or social service systems. Highly motivated, civic-minded individual with a minimum of 3 years of relevant experience in project management, product development, and/or project coordination. A sophisticated knowledge of project management tools (such as Jira) is required. A Bachelor's degree in systems engineering, IT, computer science, business management, or similar discipline is preferred. Combination of education and/or experience will be given full consideration as appropriate. Project Management Professional (PMP) certification desirable.

Diversity Statement: At the Philadelphia Bar Foundation we believe that individually we make a statement, but collectively we make an impact. Diversity and inclusion powers that impact. We strive to create a sense of belonging by embracing our differences. We are an organization where everyone is valued, heard, and appreciated. The Philadelphia Bar Foundation encourages applicants from historically marginalized populations to consider our team as your next opportunity for change. We are committed to equal opportunity in all aspects of employment regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender identity or gender expression, veteran or military status or any other characteristic protected by applicable law.

About the Philadelphia Bar Foundation: Philadelphia's philanthropic hub for legal aid, engaging the legal community and embodying its commitment to access to justice for all. Through programs, grants, and partnerships, the Philadelphia Bar Foundation removes barriers to justice, engages the community in support of civil legal aid, and builds system-wide capacity to strengthen the provision of quality legal services and to ensure that all individuals understand their rights to equal justice under law.

Salary: \$70,000

Benefits: Employer-sponsored healthcare, employer-funded pension plan, 35-hour work week, 13 paid holidays, and 4 weeks of vacation.

To apply: Email a resume and cover letter to rsoley@exudehc.com
For more information about our organization, please visit our websites:
[The Philadelphia Bar Foundation](#)
[The Equal Justice Center](#)