



JOB DESCRIPTION: Short-Term Project Manager, The Fresh Air Fund's Sharpe Reservation

The Fresh Air Fund has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend five Fresh Air camps on more than 2,000 acres in Fishkill, New York. Young people also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent not-for-profit agency.

The Fresh Air Fund is seeking a Short-Term Project Manager for several capital projects.

The Project Manager will be stationed at The Fresh Air Fund's Sharpe Reservation site in Fishkill, New York and managing a number of capital projects on the Reservation. The Project Manager will be responsible for the timeliness, completeness, quality and cost of the projects from all phases through completion. The position will report directly to the Director of Sharpe Reservation and work in collaboration with the Facilities Manager.

JOB RESPONSIBILITIES

- Manage and ensure Architects, Contractors, Construction Managers and administrative staff on the projects are completely fulfilling all aspects of their responsibilities.
- Coordinate with, advise and provide guidance to Architects, Contractors, and Construction Managers on the establishment and maintenance of the Master Progress Schedule, incorporating dates and times for decisions and the availability of design information, procurement of materials and contracts, lead times for fabrication and field installations.
- Ensure that all projects comply with relevant laws and regulations including those related to insurance, safety, labor relations, EEOC and taxes.
- Update Director of Sharpe regularly on the project, financial status and perceived level of satisfaction.
- Coordinate with senior management on the specific project teams, report and update accordingly, and support, if needed, staff training, developments, unit/architect preferences, timing and other considerations as appropriate.

REQUIREMENTS/QUALIFICATIONS

- Bachelor's Degree in Engineering/Architecture and 5-10 years of construction project management experience is required.
- Proficiency with MS Office, MS Project, and experience with Project Management software preferred.
- A demonstrated commitment to exceeding expectations in the delivery of safe, quality, cost efficient, and timely service.
- Demonstrated problem solving skills, ability to face challenging situations, able to analyze problems and strategize for better solutions.
- Ability to think on your feet, making effective decisions on a timely basis.
- Outstanding written, verbal, and presentation skills.
- Knowledge of local and state building code regulations.

HOW TO APPLY

To be considered, please submit a cover letter and resume to Michael Clarke, Director of Sharpe Reservation at mclarke@freshair.org with 'Short-Term Project Manager' in the subject line.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.