



Project Manager

ROLE SUMMARY

Under the supervision of the Deputy Chief Administrator of COPA's Policy, Research and Analysis Division (PRAD), the Project Manager will be assigned to PRAD on a variety of written and analytical projects to help define project scope, assemble teams, implement project plans, and monitor progress, as well as refine, describe, and provide testimony about the organization's investigation and analysis processes and outcomes, and will perform related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Up to \$90,084

ESSENTIAL DUTIES

- Develops, maintains, and improves a standardized project management workflow for initiating, tracking, and closing out of policy, research, and analysis projects.
- Assists leadership in written and analytical projects by assembling project teams, delegating responsibilities, resolving challenges, tracking logistics, scheduling, and monitoring project progress.
- Develops and maintains a comprehensive understanding of the organization's internal investigation processes and outcomes, as well as the public context it operates within (e.g., current events, new legislation, police department policies).
- Collaborates with staff to design and implement analyses and suggest policies that contribute to quality and equity in investigative processes and outcomes.
- Communicates effectively about policy, research and analysis projects conducted by the organization with a wide variety of audiences, including community organizers, investigators, researchers, data scientists, legislators, and police officers at meetings, public proceedings, and conferences.
- Defends the organization's processes and outcomes in adversarial settings such as grievance, arbitration, Police Board, and similar proceedings, utilizing knowledge about the organization, including best practices it follows, internal analyses and tests, policy and process improvements, and ongoing quality improvement projects.

- Reviews exploratory data summaries, visualizations, and presentations to highlight topics of potential focus for further analysis, policy review, and/or external collaboration; reports out on possible project scope, deliverables, timeline, impact, and feasibility.
- Contributes to policy recommendations, advisories, and research/analysis reports where applicable.
- Assists with the development and negotiation of project-based research contracts, collaborates with contractors to monitor services provided, and reports on satisfactory completion of expected deliverables.
- Stays abreast of current events and activities and participates in seminars, webinars, and other activities to develop skills and expertise.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a field of study directly related to the responsibilities of the position, plus five years of project management work experience, or an equivalent combination of education, training and experience.