



**Title:** HEZ Project Manager  
**Reports To:** WRC Director of Prevention  
**Location:** Hybrid/Florence Gray Community Center  
**FTE:** 32 Hours per week  
**Term:** Employment at Will  
**Salary Range:** \$52,000 - \$60,000

### **Job Title: Project Manager, Women's Resource Center**

**Position Summary:** The Women's Resource Center is seeking a dedicated and dynamic Project Manager to lead the assessment, planning, implementation, and evaluation of grant-funded domestic violence prevention strategies within the Newport Health Equity Zone (HEZ). This full-time management role is crucial for ensuring the successful delivery of grant objectives while fostering community engagement and collaboration.

**About the Newport Health Equity Zone (HEZ):** Since 2015, the Women's Resource Center has served as the backbone organization for the Newport Health Equity Zone. The Newport HEZ has been a city-wide coalition mobilizing residents and resources of the Broadway and North End neighborhoods to make Newport a place where everyone can thrive.

**NHEZ Vision:** We envision a city where structural, financial, and environmental barriers to health & well-being are eliminated; public policy fosters the good health of all residents; and residents feel empowered to control the health of their families and community.

The role of the Newport HEZ is to **convene** stakeholders together for resident-led problem solving, **assess** the communities needs and project effectiveness through innovative on-going evaluation and assessment, **build capacity** by providing opportunities that build resident and partner capacity to address health disparities in inclusive ways and **advocate** for policies and practices that help promote health equity in the community.

### **Key Responsibilities:**

- **Project Coordination:** Lead the coordination of HEZ initiatives, collaborating closely with the WRC's Director of Prevention and the Newport Health Equity Zone Collaborative.
- **Communication:** Facilitate ongoing and transparent communication among HEZ collaborators, community partners, residents, and staff.
- **Relationship Building:** Cultivate and strengthen partnerships with community leaders, local officials, and organizations to advance HEZ goals.



- **Community Mobilization:** Engage and mobilize community members to drive community-building initiatives and ensure resident-led problem-solving.
- **Representation:** Act as the HEZ and WRC representative at local events, workshops, and meetings, promoting the mission and initiatives of both organizations.
- **Strategic Growth:** Assist in implementing strategic action goals, evaluating project effectiveness, and making recommendations for improvement.
- **Budget Management:** Develop and manage partner subcontracts and project budgets, ensuring alignment with grant guidelines and allowable expenses.
- **Technical Support:** Provide expertise and resources to staff, collaborators, and community members in relevant areas.
- **Grant Development:** Support the development of grant proposals to secure funding for initiatives.
- **Other Duties:** Perform additional responsibilities as assigned to support the mission of the Women's Resource Center.

**Qualifications:** To succeed in this role, candidates must possess the following skills and experience:

- **Experience:** 3+ years of project management experience and 3+ years of community organizing experience.
- **Social Justice Commitment:** Deep understanding of systemic oppression, particularly at the intersection of gender, race, sexuality, and class; a strong commitment to social justice.
- **Communication Skills:** Exceptional writing and verbal communication skills.
- **Technical Proficiency:** Proficient in Microsoft Office and skilled in utilizing social media platforms for community engagement.
- **Community Leadership:** Ability to empower community members and support self-determination while maintaining accountability systems.
- **Adaptability:** Willingness to grow and adapt to community needs and evolving challenges in the field.



### **Organization Summary:**

**Benefits:** Health and dental insurance (employer pays 75% of individual), supplemental insurance, paid holiday, vacation, sick, and personal time, retirement plan with employer match, employee assistance program, employee wellness program, flexible schedule, hybrid work model

### **Organization Summary**

The Women's Resource Center empowers survivors by providing trauma-informed services with equity and compassion while working collaboratively with the community to eliminate the root causes of interpersonal abuse. We envision an informed, supportive, and thriving community free from oppression and abuse, with a shared commitment to the safety of all. The Women's Resource Center is committed to:

- Providing quality comprehensive services in a warm, supportive, and inclusive environment, with respect for the dignity of our clients and their families.
- Promoting the safety and well-being of all members of our community by being actively involved in addressing root causes.
- Building awareness of interpersonal abuse and shifting community norms through advocacy and education.
- Innovating and improving our programs, services, and operations with an emphasis on trauma-informed practices.
- Working collaboratively and openly with our board of directors, staff, funders, other agencies, and the community.
- Recruiting and maintaining a diverse and representative staff and board of directors that is deeply engaged and highly committed to our mission.
- Investing in our staff, our greatest asset, and offering a safe, supportive, and stimulating work environment

### **How To Apply:**

If you are passionate about fostering health equity and have the skills to lead impactful projects, we invite you to apply and join our dedicated team at the Women's Resource Center. Send cover letter and resume to [sormerod@wrcnbc.org](mailto:sormerod@wrcnbc.org).