

Scope of work:

1 Opportunity

PROJECT MANAGER

Reports to: Executive Director

The Project Manager assists in all aspects of the development and implementation of projects/programmes.

In addition to maintaining project documentation, such as plans and reports, assigns tasks and schedules, develops & manages a project's budget and communicates a project's progress to team members and other stakeholders.

Why You'll Enjoy This Role

As our Project Manager, you will be responsible for planning, overseeing and leading all aspects of projects from development through to implementation. You will also interact with a number of people and will take lead on outreach activities as well as develop programmes, initiatives and events.

Key Responsibilities & Duties

- Assist in the development, implementation and monitoring of a project schedule in collaboration with other key personnel;
- Works with other key personnel to collect, analyse and compile data on social, economic and political issues, including but not limited to LGBTQ+ issues, gender issues and education reform;
- Undertakes risk assessments;
- Providing administrative support;
- Prepares budgets for projects for approval;
- Develops & implements programs to support the organization's strategic direction;
- Perform tasks that may be assigned from time to time by the Board of Directors.



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Qualifications & Experience

- A Bachelor of Science degree in a Social Science, preferably with Project Management, Policy Development, Research, Evaluation, Project Management or Public Sector Management.
- While volunteerism is open to all – including non-graduates – a proven track record in Project Management is advantageous, although a strong desire to become involved in and undertake policy development, planning, research and evaluation will also be considered.

Desired Knowledge, Skills & Abilities

- Ability to assess needs, define requirements, manage tasks and prioritize work;
- Excellent time management and organisational skills;
- Working knowledge of public policy planning, research methods and evaluation techniques and mechanisms;
- Working knowledge of LGBTQ+ issues, gender issues and the education sector;
- Excellent communication skills;
- Good project management skills.

Equal Opportunity

The Silver Lining Foundation (SLF) is an equal opportunity organisation and prohibits discrimination and harassment of any kind: SLF is committed to the principle of equal employment opportunity for all employees, volunteers and applicants and to providing everyone with a work environment free of discrimination and harassment.

All decisions at SLF are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family medical history or genetic information, family or parental status,



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or any other status protected by the laws or regulations in Trinidad and Tobago.
SLF will not tolerate discrimination or harassment based on any of these characteristics.

The submission deadline has extended to **Sunday, Feb 7th 2021, at 11:00 pm** (GMT -4).
Apply online: <https://silverliningtt.com/volunteer>.

Apply Online

