

Senior Project Manager – Stakeholder and Public Engagement

Metro Strategies Group seeks a versatile Senior Project Manager experienced in supporting stakeholder engagement for local, state and regional urban planning and infrastructure projects. This full-time position will provide strategic guidance for major projects. Candidates should have proven experience in successfully recommending, managing and implementing client initiatives and goals.

Responsibilities:

- Facilitate client meetings, stakeholder meetings, workshops and community engagement events.
- Develop project engagement plans that match client and project goals that ensure outreach efforts target environmental justice population participation.
- Create and manage project scopes, timelines, deliverables and communication materials.
- Develop strategic communications, messaging, talking points and executive briefings.
- Ensure quality assurance and quality control on every project.
- Monitor project scopes and schedules to ensure projects and budgets stay on track.
- Build and maintain strong relationships with partners, client staff and external stakeholders.
- Raise new and innovative ideas for stakeholder engagement and implementation.
- Execute all other project management duties as they arise.

Key Duties:

- Develop strategic engagement and communications plans, including timelines for implementation.
- Engage with clients and stakeholders to fully understand project needs, issues and stakeholders, including equity and environmental justice impacts.
- Plan and implement all aspects of engagement strategies, including surveys, focus groups, workshops, stakeholder meetings and community meetings.
- Plan and facilitate internal and external project team meetings.
- Develop strategic messaging, talking points, executive briefings and other digital and print communications materials.

Required Skills:

- Minimum of 4 years of relevant professional experience.
- Excellent project management skills with a history of implementing multi-jurisdictional projects.
- Superior writing and communication skills with the ability to create clear, concise messaging.
- Strong interpersonal and verbal communication skills.
- Ability to manage and prioritize a variety of tasks and projects simultaneously.
- Problem-solving skills and the ability to recommend solutions to overcome challenges.
- Flexibility, organization and self-sufficiency in a fast-paced environment.
- Public sector experience in communications, policy, planning, public infrastructure, transportation, community relations or related work is preferred.
- Consulting experience is a plus.
- A bachelor's degree in political science, public administration, journalism, communications or equivalent related fields combined with relevant work experience. A master's degree is preferred.

Preferred Experience:

- Experience working on public sector policy, planning, multi-modal transportation, equity and environmental justice issues.
- Experience with developing and implementing stakeholder and public engagement programs.
- Experience with program planning and program management contracts.
- Familiarity with cross-jurisdictional and collaborative project development and implementation.
- Bi-lingual skills are a plus.

Location:

- Applicants must have a good understanding of local and regional issues in the Chicago metropolitan area.
- Ability to travel to client locations throughout the Chicago region and collar counties is required.
- Hybrid work schedule

Compensation and Benefits:

The salary range for this position is \$80,000 to \$100,000 depending on qualifications. Applicants interested in working with Metro Strategies Group who have a greater level of experience are encouraged to apply and would be eligible for higher compensation.

Metro Strategies Group offers competitive benefits including paid time off (vacation, holidays, personal time off), parental leave, hybrid work schedule, flexible work hours, extensive opportunities for professional growth, participation in the firm 401K plan and group health insurance. Eligible, participating employees receive a company contribution towards employee health and dental insurance as well as a company sponsored 401k retirement plan.

To Apply:

All of the following are required to apply for this position: cover letter, resume, references and supporting materials such as work or writing sample. Please submit application materials to Rocco Zucchero at rzucchero@metrostratgroup.com.

About Metro Strategies Group, LLC

Metro Strategies Group, LLC is a **WBE- and DBE-certified** small business that works with government, private and non-profit entities in northeastern Illinois to implement thoughtful strategies to advance projects and priorities. Our core values of *leadership, integrity, passion for our work, striving to exceed expectations* and *accountability* are guiding principles for the firm. These values define our culture and who we are as individuals, a team and a firm.

We are passionate about driving initiatives that make a difference in our communities. With a knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues, Metro Strategies Group brings a multi-disciplinary, focused approach to achieve successful outcomes.

Metro Strategies Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.