



SOCIAL CAPITAL PLATFORM MANAGER

Project Community Capital® is an innovative platform that utilizes technology and social capital to connect people to jobs and companies to contracts. PCC is executed under the Northern Real Estate Urban Ventures, LLC brand.

Platform Manager Responsibilities

The Platform Manager manages the day-to-day operations of Project Community Capital® (PCC). The Platform Manager (PM) will work with our team to assist general contractors, subcontractors, developers and employers in hiring and contracting with individuals and business in meeting Economic Inclusion goals. PCC is also in the process of scaling and if working with employers outside of construction. PCC is currently engaged in projects in Florida, Georgia, Maryland, Virginia and Washington DC. The PM will be responsible for coordinating activities of the PCC team. These activities include community outreach, pre-employment screening, technology management, relationship management and compliance.

Team Supervision and Organizational Development

- Manage PCC team that currently manages the platform's activities as outlined below;
- Work with Founder to supplement team capacity as required;
- Track tasks and performance;
- Develop systems to improve workflow;
- Identify resources to support the organization's social impact mission.

For Individuals

- Perform Outreach meetings in each municipality on an ongoing basis, in partnership with Client's outreach team;
- Prescreen, assess and remediate potential employees through an interview process;

- Package resumes to submit to general contractors, subcontractors and professional service firms for hiring purposes;
- Track and monitor predevelopment and construction period hiring practices;
- Provide relationship management services during tenure of community hiring to include mitigating poor work performance and behavioral challenges;
- Work with general contractors, subcontractors, professional service firms, retail and office tenants on engaging resident hires for long term employment;
- Track and monitor permanent and tenure hiring practices;
- Provide third party labor to general contractors, subcontractors, professional service firms, retail and office tenants instead of direct hiring for temporary staffing.

For Businesses

- Perform Outreach meetings in each municipality on an ongoing basis, in partnership with Client's outreach team;
- Prescreen, assess and remediate potential contractors, vendors through an interview process;
- Manage Contractor and Vendor database;
- Package firm qualifications to submit to Client, general contractors, subcontractors and professional service firms for contracting purposes;
- Track and monitor predevelopment and construction period hiring practices;
- Provide relationship management services during tenure of community hiring to include mitigating poor work performance and behavioral challenges;
- Work with general contractors, subcontractors, professional service firms, retail and office tenants on engaging resident hires for long term employment;
- Track and monitor permanent and tenure hiring practices;
- Provide third party labor to general contractors, subcontractors, professional service firms, retail and office tenants instead of direct hiring for temporary staffing.

Relationship Management

- Work with Social Service, Education and Training providers to serve PCC Network Members;
- Engage Partners by negotiating a Memorandum of Understanding to solidify our partnership;
- Communicate with partners, providing a status of their referrals in the PCC system.

Technology Management

- Work with software developers to implement online system and phone app improvements;

- Work with partners and clients to ensure they have access to data and reporting from the PCC system.

Required Skills:

- 1) Access to a vehicle
- 2) Needs to be able to write memo's, market materials, and proposal language for PCC pursuits
- 3) Social Media Experience
- 4) Community Development Experience
- 5) Customer Service Driven
- 6) Operations Experience
- 7) Travel Required
- 8) Professionally Dressed at all times
- 9) Technology Experience (use of online productivity tools)

Compensation commensurate with experience.

This is a contract position that is expected to convert to permanent employment.

Please email resume with subject line "Platform Manager Position" to Dr. Gina Merritt, MBA at gmerritt@nreuv.com

