

# Community Collaboration and Implementation Plan (CCIP)

## Project Administrator (Pittsburgh, PA)

---

**FLSA Status:** Full Time / Exempt

### Position Summary

The Project Administrator is responsible for the facilitation and processes related to the implementation of the Lower Hill [Community Collaboration and Implementation Plan](#) (CCIP). Oversight and implementation of the CCIP is the responsibility of the Executive Management Committee, a nine-person committee with three co-chairs including District 6 City Councilman, Daniel Lavelle; Mayor Bill Peduto; and Senior Vice President and General Counsel of the Pittsburgh Penguins, Kevin Acklin.

Committee members include: Glenn G. Grayson (Neighborhood Allies); Majestic Lane (City of Pittsburgh Mayors Office); Daniel Lavelle (Pittsburgh City Councilman- District 6); Glenn R. Mahone (Reed Smith LLP); Dale McNutt (Uptown Partners of Pittsburgh); Marimba Milliones (Hill Community Development Corporation); Kimberly Slater-Wood (ALCOSAN); and Irvin Williams (eHoldings).

**The CCIP's Project Administrator is an experienced professional in the areas involving project administration, strategic communications, real estate development and finance, construction and trades, MWDBE and contract compliance and regulatory processes.**

### Essential Functions

- Establishing expert-level strategic and tactical understanding of the CCIP and related documents; Refining, building and implementing a framework for successful implementation of the CCIP utilizing the EMC adopted work plan; Carrying out the tactical implementation of the CCIP; Establishing protocols and procedures related to the CCIP's implementation in partnership with the EMC; Identifying funding needs and supporting the EMC in identifying and securing funding sources for the implementation of the CCIP; Managing and facilitating effective communication on behalf of the EMC; and Engaging stakeholders including private, public and community based agencies to assure transparency and effective communication related to the strategic direction, implementation and status of the implementation of the CCIP.

### Requirements

#### Education:

Graduate degree preferred in public administration, business administration, finance, law, public policy, and or real estate development. Commensurate experience is acceptable.

**Skills:**

- Exemplary strategic planning and project execution skills
- Excellent verbal and written communication skills
- Effective public speaking skills
- Excellent project administration and management skills
- Strong knowledge of real estate development, project finance, regulatory responsibilities and related development contracts
- Ability to manage positive relationships with disparate groups
- Excellent conflict resolution skills
- Proven fundraising abilities
- Word, Excel, PowerPoint, Outlook, Cloud-based Tools, Project Management Tools; (GIS, Market Analysis Tools are a plus.)

**Equipment to be used:**

Computer and other office equipment such as telephone, calculator, fax machine, copier, scanner, etc.

**Typical Physical Demands:**

Manual dexterity sufficient to operate standard office equipment.

**Typical Mental Demands:**

- Able to deal with stress associated with fast-paced work environment, multiple priorities/tasks.
- Make judgment decisions and adapt to changing work situations.
- Grasp and apply new ideas.
- Communicate with various personalities at all levels.

**Working Conditions:**

- Works in a typical office setting with frequent offsite meetings.
- Occasionally called upon to work hours in excess of your normal daily schedule.

**Interested candidates should submit resume and salary requirements by way of email to the  
*Executive Management Committee* via:**

Daniel Wood - [daniel.wood@pittsburghpa.gov](mailto:daniel.wood@pittsburghpa.gov)  
Chief of Staff Office of City Councilman Daniel Lavelle

**and**

Tracey McCants Lewis - [tmccantslewis@pittsburghpenguins.com](mailto:tmccantslewis@pittsburghpenguins.com)  
Deputy General Counsel & Director of HR Pittsburgh Penguins

**Use Subject Line: CCIP Administrator**

EOE