



Job Title	Centro Rooted & Relational Project Manager
PVN ID	HC-2406-006321
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Jul 10, 2024 (Or Until Filled)

General Description

We are seeking an experienced project manager, with ample background in the field of Puerto Rican studies to manage CENTRO's new five year, Mellon-funded Rooted and Relational initiative. This research initiative will consist of annual research and community fellowship programs, programming, and events, including large scale events such as symposiums and retreats for fellows and staff. The project manager will report directly to CENTRO's Director.

- Working closely with CENTRO Director and Director of Research Programs to develop and implement all Rooted and Relational programming, including day-to-day administration involved with contracting and compensating internal and external grant initiative partners
- Manage and reconcile Rooted and Relational budget, in collaboration with CENTRO's Director of Operations and Budget Manager
- Coordinate annual research and community fellow recruitment and onboarding
- Coordinate travel and logistics for Rooted & Relational projects
- Other duties as assigned

Other Duties

Qualifications

- PhD in the humanities or the humanistic social sciences
- 2-3 years of project management experience
- Experience working with scholars, researchers, and artists
- Fluency in both Spanish and English
- Knowledge of Puerto Rican Studies

In addition to applying through the RF website, please email a copy to centrodir@hunter.cuny.edu and address the following point in your cover letter: Please describe why you are the ideal candidate for this job and tell us about any skills or experience you have that might be helpful in this position.