

Job Opening: Project Manager

About Us:

Dar Al-Hijrah Islamic Center is dedicated to serving our community by providing essential services and fostering a supportive environment. We are embarking on three significant projects to build new community centers, and we are seeking a dedicated and experienced Project Manager to ensure their successful completion.

Position Overview:

The Project Manager will be responsible for managing the development of new expanded DAH community center from inception to completion, including:

- Main Floor of Fairfax Community Center
- Centreville Islamic Center

This role requires a highly organized individual with excellent technical, communication and leadership skills to coordinate details related to planning, construction, bidding, and architectural aspects until the projects are satisfactorily completed.

Key Responsibilities:

- **Project Planning:** Develop comprehensive project plans, including timelines, milestones, and resource allocation.
- **Coordination:** Liaise with architects, contractors, and vendors to ensure all project elements are aligned and executed efficiently.
- **Monitoring:** Track project progress, manage changes, and provide regular updates to the administration.
- **Budget Management:** Oversee project budgets, ensuring all expenditures are accounted for and within the allocated budget.
- **Quality Control:** Ensure all work meets Dar Al-Hijrah Islamic Center's standards and project specifications.
- **Risk Management:** Identify potential risks and develop mitigation strategies.
- **Communication:** Maintain open and effective communication channels with all project stakeholders.
- **Time Management:** Work with A/E and GC's to ensure projects are executed within approved contractual delivery dates and schedule. Provide periodic schedule updates.
- **Documentation:** Keep detailed records of project activities, changes, and decisions.

Qualifications:

- Proven experience as a Project Manager in the construction.
- Strong knowledge of project management methodologies and tools.
- Excellent organizational and multitasking abilities.

- Strong communication and interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Proficiency in project management software (e.g., MS Project, Trello, etc.).
- Bachelor's degree in construction management, architecture, engineering, or related field preferred.

Tasks & Deliverables (in addition to the general Key Responsibilities listed above)

- Progress Meetings: Conduct weekly progress meetings with A/E and GC's for the duration of the project(s)
- Site Visits: Perform minimum of 3 site visits per week per each site
- Progress Reports: Submit weekly progress reports
- Management Report: Submit monthly management dashboard reports
- Closeouts: Coordinate project closeout activities including, but not limited to,
 - Obtaining certificates of occupancy
 - Prepare and track punch list items
 - Obtain closeout documentations including warranties, operational manuals and attic-stock items

How to Apply:

Interested candidates should submit their resume and a cover letter, and three references relevant experience to ed@hijrah.org by November 15, 2024.