



PROJECT MANAGER

Our Mission

Responding to community needs, Nuestra Casa partners with residents in disinvested Mid-Peninsula neighborhoods to ensure access to critical services, mentor local leadership, and shift power through community-led advocacy.

Our Vision

Nuestra Casa envisions a just and thriving community where local voices shape the future.

Who we are

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

About the Position

The **Project Manager** is a **limited-term position (1 year)** with the potential to become permanent depending on funding. The Project Manager will be responsible for implementing a streamlined project management system, guiding project implementation, managing timelines and deliverables, invoicing and reporting, and tracking program-monitoring data. The Project Manager will **work closely with the program and leadership teams** to ensure coordination across program areas, efficiency, and strategic impact. This position also contributes to organizational strategy, continuous improvement, and the advancement of Nuestra Casa's mission in a collaborative, mission-driven environment.

Salary will be determined based on experience and skills. The salary range for this full-time, exempt position is \$72,000-\$96,000.

Benefits We Offer

- A collaborative and supportive team environment
- Professional development opportunities

- A hybrid work environment
- Health coverage is offered to employees and eligible dependents. Kaiser coverage is 100% employer-paid for employees and 30% for their dependents. Blue Shield coverage is also available, with employees responsible for a portion of the premium.
- Dental and vision is 100% employer-paid for employees and 30% for their dependents.
- 401(k) retirement plan with employer match: 100% match on the first 3% you contribute, then 50% on contributions from 3%–5%. Eligible after 90 days of employment.
- Generous paid time off, including:
 - 80 hours of paid time off (PTO) per year (accrued each pay period).
 - 80 hours of sick time per year (accrued each pay period).
 - 15 paid holidays

Responsibilities

Support our Program Directors and Managers to achieve our programmatic goals by:

- Setting up and implementing a project management system that leverages data from existing systems (Quickbooks, Gusto, Bill.com, Salesforce, Google Suite) and streamlines our work.
- Defining project goals and clear scopes of work, creating clear timelines, and outlining benchmarks that track community outcomes and social impact within a project management system.
- Identifying potential project risks and developing contingency plans.
- Monitoring staff capacity to ensure balanced workloads across staff.
- Monitoring costs to ensure projects are operating efficiently and within budget.
- Manage the preparation of invoices and reports, ensuring accuracy, clarity, and alignment with funder and organizational requirements.
- Improving and managing our program management system (Salesforce) to ensure accurate and timely data collection and evaluation of project performance.
- Identifying and implementing improvements to internal workflows, systems, and processes to increase team efficiency and program effectiveness.
- Utilizing data insights to inform program strategy, measure organizational impact, and support continuous improvement.
- Contributing to cross-functional projects and organizational priorities as needed.
- Performing other duties as assigned to support overall organizational success.

Qualifications

- Bachelor's degree and 3–5 years of experience in project management, with demonstrated success leading initiatives, coordinating cross-functional teams, and achieving measurable outcomes.
- Proven ability to oversee multiple projects, manage timelines and deliverables, and implement processes that improve team efficiency and program impact. Ability to remain flexible to support a diverse range of staff needs and variety of project lengths, sizes, and program areas.
- Proficiency with Salesforce, project management tools (e.g., Asana), and standard office software (Google Workspace).
- Strong written and verbal communication skills; comfortable collaborating across teams, departments, and community partners to ensure alignment and effective outcomes.



- Commitment to Nuestra Casa’s mission and values; familiarity with East Palo Alto, Belle Haven, or North Fair Oaks communities is an asset.
- Familiarity with, lived experience in, or enthusiasm for environmental justice, community engagement, or nonprofit work.
- Bilingual English/Spanish proficiency is valued.

Physical Demands

This position requires the ability to walk, stand, sit, drive, and climb steps, as well as frequent use of hands and fingers for computer and phone tasks. Occasional bending, lifting, or moving up to 25 pounds may be required. Vision requirements include the ability to see clearly for driving, walking, and close work. Reasonable accommodations will be provided as needed for individuals with disabilities.

Position Title	Project Manager
Reports to:	Executive Director
Location:	East Palo Alto, CA (Mostly remote, though office presence as needed.) Employees must reside in California. Work travel costs are the responsibility of employees.
Salary Range:	\$72,000-\$96,000 The salary range is non-negotiable.
Position Classification:	Full-time, Exempt
Application Instructions:	Please submit a cover letter and resume (ideally combined into a single PDF) via email to Kelly Hunt, khunt@nuestracasa.org with the subject line: “Your Name – Project Manager.” In your cover letter, please highlight the skills, experiences, and competencies that will enable you to succeed in this role. Priority will be given to applications received by October 30, 2026; however, submissions will be accepted until the position is filled.

Nuestra Casa is an Equal Opportunity Employer.