



Project Manager

Job Description

The Project Manager supports the implementation of community-driven park improvement projects in the City of Atlanta funded through Park Pride's Grantmaking Program. Acting as a primary point of coordination among Friends of the Park (FOP) groups, government partners, consultants, contractors, and vendors, this role helps advance projects from grant award through construction completion.

The Project Manager supports project planning, procurement, permitting, budget tracking, construction oversight, and stakeholder engagement. This position balances technical project coordination with community engagement, helping ensure park improvements reflect community priorities while meeting project goals, schedules, and budgets.

This position reports to the Director of Grantmaking & Implementation.

Responsibilities

This is a full-time position with occasional weekend and evening hours required. Time in the field, outside of a typical work-from-home or office environment, will be required for site visits, project prep and execution, events, and meetings.

Responsibilities include, but are not limited to:

- Coordinate project meetings with community stakeholders, consultants, contractors, and government partners
- Develop and maintain project schedules, budgets, milestones, and project records
- Monitor project progress and proactively identify risks, delays, and budget impacts
- Coordinate with municipal agencies and community stakeholders to support project approvals and implementation
- Assist with procurement processes, including solicitation of proposals and vendor selection
- Support permitting and agency review processes
- Conduct site visits during design and construction to monitor quality, progress, and compliance with project requirements
- Maintain organized project files to support reporting, compliance, and institutional knowledge
- Represent Park Pride at internal and external events, including ribbon cuttings and information sessions
- Maintain organized records on metrics in alignment with Park Pride's strategic priorities
- Other duties as assigned

Qualifications

- Bachelor's or Master's degree in relevant field (e.g., urban planning, landscape architecture, engineering, public administration, construction management, environmental studies)
- 2-4 years of experience in project coordination, community development, planning, construction administration, parks and recreation, or related fields
- Ability to manage multiple projects, deadlines, and budgets simultaneously
- Must possess valid Driver's License and clean driving history, as well as ability to attend site visits at parks across our service area
- Excellent written, verbal, and interpersonal communication skills
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Working knowledge of GIS, Salesforce, and graphic design software is a plus
- Passion for parks, public spaces, and community-driven development

Organizational Background

Park Pride is an Atlanta-based nonprofit founded in 1989 with a mission to engage communities to activate the power of parks. Park Pride is working in Atlanta's parks ecosystem at every level—by improving neighborhood parks, creating community parks advocates, and connecting grassroots leaders, funders, and government partners—so that all Atlantans can have access to a great park. Whether it is through the Friends of the Park, Visioning, Grantmaking, Fiscal Sponsor, or Volunteer programs, our services work in concert to catalyze engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, quality, active park spaces that meet the community's needs.

Compensation & Work Environment

The salary for this position ranges from \$65,000-\$70,000. Park Pride offers a competitive benefits package including paid leave, medical, dental, vision, and retirement benefits. This position operates in a hybrid work environment that balances remote work with in-person meetings and events. Candidates must be based in Metro Atlanta. Candidates must possess reliable transportation to and from work and the ability to travel to various work sites as needed.

How to Apply

Please submit a resume and cover letter to hr@parkpride.org with "Project Manager" in the subject line. No phone calls or in-person visits, please. Applicants will be notified of next steps after the deadline.

Application deadline is 07/10/2026

Park Pride is an equal opportunity employer dedicated to fostering a diverse and inclusive workplace. We warmly welcome and strongly encourage individuals of all backgrounds to apply.

To learn more about Park Pride, visit parkpride.org