

OPED Project Manager

Currently: \$59,823 - \$40,000 MIM Grant & \$19.023 City

Goal \$52,500 FY23 (within the range of \$41,961 - \$55,648)

Position Purpose:

Provides professional and administrative assistance to the Director of Planning and Economic Development related to overall project development of the office and provide direction, coordination and supervision of planning studies in the areas of both current and long-range planning and economic development. Performs all other related work as required

The Senior Project Manager is the office's most community focused and community engaged position. This position provides assistants to the OPED director on several projects related to, but not limited to, the built environment, Transportation, the Food Economy, Tourism & Marketing, Workforce Development and Public Art.

Currently: Sr Project Manager staffs; The Bike & Pedestrian Committee

Has orders in City Council to establish a The Tourism Advisory Committee and The Food Economy Council.

Applying to the State Cultural Council to establish a Puerto Rican Cultural District, applying to Mass Gaming Mitigation Fund for a \$120,000 Grant, Applying to

Manages the Rapid Recovery Program (RRP), manages the El Corazon Advisory Board, member of 5-2-1-0 Food Policy Council and Representative Duffy's Food Security Group.

Oversees OPED interns, marketing and social media, and several city projects. Working with OPED Director on updating Holyoke Tourism Website and Historic Tourism Plan.

Working with Conway School of Design on a Food Systems asset Project

Attends [Holyoke Safe Neighborhood Initiative](#) monthly networking meetings

GOAL: Sr Project Manager staffs; The Bike & Pedestrian Committee, The Tourism Advisory Committee and The Food Economy Council.

Is a member of the Puerto Rican Cultural District, El Corazon Advisory Board, 5-2-1-0 Food Policy Council.

Oversees the Mass In Motion Coordinator, OPED interns, marketing and social media, and several city projects.

Current Grants

- Manages \$40,000 Mass in Motion grant (ends June 30, 2022)
- \$100,000 Mass Gaming Mitigation Fund Grant (ends August 1, 2022)
- \$150,302.21 CDBG Grant funding for Public Art of El Corazón/Heart of Holyoke Vintage Electrical Towers
- Has managed the following closed grants:
 - \$50,000.00 Mass Trails Grant (FY21)
 - MassWorks Project on Dwight/Heritage/Front Streets of \$1.6M
 - MassDevelopment Commonwealth Places Grant of \$45,025.00
 - Holyoke Local Cultural Council \$5,000.00
- Applied for a Mass Development TDI Grant Project for a TDI fellow (start FY23)
- \$160,000 MIM grant,

Goal: Sr Project manger would apply for additional Tourism related grants, manage the Mass Gaming Mitigation Grant, work with the Development Specialist for RRP implantation funding, lead the office Marketing initiatives.