

NONPROFIT KNOWLEDGE WORKS

Official Home of The Data Center

Project and Publications Manager

Since 1997, The Data Center has become the most trusted resource for data and information about New Orleans and Southeast Louisiana. We actively facilitate data-driven decisionmaking with the goals of democratizing data and improving planning for broad-based prosperity and resilience. Each year, The Data Center works on a variety of projects requiring a mastery of data and research, significant teamwork and collaboration, clear communications, and well-designed delivery of data and analysis. This holds true whether the project is technology-oriented, such as an indicator dashboard, or a research publication, such as *The New Orleans Index at Twenty*. In all cases, there is an expectation that rigorous requirements and standards be upheld throughout the course of projects, resulting in publications that are thorough, polished, and compelling. We are seeking a skilled Project and Publications Manager who will ensure smooth execution of The Data Center's projects and initiatives from end to end.

Position Summary:

The Project and Publications Manager is responsible for leading projects from initiation through completion, while also overseeing the design, layout, and production of print and digital publications. The role ensures that projects and publications are delivered in an organized, timely, and high-quality manner, with support for post-publication distribution and related communications. The successful candidate will be a self-motivated project management professional with strong written and verbal communication skills. An ideal candidate will have a good understanding of modern technology tools for project management, web design, and publication layout as well as experience in a publishing environment.

Job Responsibilities in Project Management:

- Manage projects from initiation through completion, including scope, planning, timelines, resource coordination, dependencies, change management, communications, and budget tracking.
- Collaborate with internal and external stakeholders to define deliverables, timelines, expectations, and project success measures.
- Serve as the primary point of contact for projects, maintain clear communication with stakeholders, and manage expectations throughout the project lifecycle.
- Monitor progress, manage risks, escalate issues, and maintain accurate documentation of project activities, decisions, and next steps.
- Maintain project standards, knowledge management practices, and quality assurance processes related to organizational products and publications.
- Evaluate, implement, and support project management tools, including training staff and key stakeholders in their effective use.
- Guide and support team members in following project processes and procedures to improve consistency, efficiency, and accountability.

Job Responsibilities in Publication Design, Production, and Editorial Support:

- Manage the production and dissemination of published content in print and online formats.
- Edit and proofread content to ensure clarity, accuracy, consistency, and readiness for release.

- Review materials for logic, completeness, and alignment across content components.
- Design and layout publications and related materials in accordance with organizational standards and publication guidelines.
- Support post-production dissemination activities, including companion web content, social media, and distribution coordination.
- Manages logistics related to post-production, including development of companion websites, social media, and distribution.

Required Education and/or Experience:

- Three years of related project management experience
- Bachelor’s degree from an accredited 4-year college or university
- Proficient in Adobe InDesign, Illustrator, Photoshop, and WordPress for editing and layout purposes

Additional Preferred Qualifications:

- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) Certification
- Proficient in Figma and/or Adobe Xd

Salary and Benefits:

This is a full-time, salaried position. The starting salary for this position is \$70,000 and will be commensurate with the candidate’s qualifications and experience. Additional benefits include flexible work hours; options to work from home within a hybrid work environment; 100% employer-covered health, dental, vision, and life insurance; a generous retirement package; unlimited leave; a commitment to professional development; a commitment to diversity; and a fun, dynamic, and rewarding work environment that embodies trust, encourages constructive inquiry, and cares about New Orleans and the collective prosperity of the region. If you are selected for this job, you’ll join an objective, thorough, and reliable team of individuals that strives to be welcoming and responsive to the needs of our community and one another.

To Apply:

Applicants should email the following to **info@datacenterresearch.org**:

1. A cover letter describing your interest in the position, relevant experience, and career goals;
2. A current resume, including educational background; listing of relevant project management and/or production software and/or tools, skills, and knowledge; and link to design or layout samples;
3. Project management certification(s);
4. Name and contact information for three professional references. References will not be contacted until the candidate has completed the interview process and has been selected for the subsequent phase of the hiring process.

Please use **“Project and Publications Manager”** as the subject line for your emailed submission. Applications will be accepted on a rolling basis until filled. No phone calls please.

The Data Center is an equal opportunity employer committed to creating a diverse workforce and promoting an environment free of discrimination. We don’t discriminate in employment or personnel practices based on race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other prohibited basis.