



Project Manager

Position Title: Accommodation Project Manager

Position Type: Full-time (exempt)

Salary Range: \$[60,000– 70,000 depending on experience]

Benefits: 100% health insurance, \$2,500 PD fund, \$200/month remote stipend

Reports To: Executive Director

Schedule: Hybrid; some evening/weekend event work

Purpose & Role Summary

As a staff member, the Accommodation Project Manager will largely work in our Enterprise Program. The PM will lead the planning, execution, and community engagement for the accommodation sector of suma's 2-year Clean Mobility + Accommodation PCEF grant.

This role will work closely with our contractors (transportation vendor manager, software engineer, product manager) to align accommodation work with the technical and non-adaptive transportation work. They will also lead and staff the suma accommodation small group which convenes on a monthly basis with disability leadership groups in Portland. This is ideal for someone who thrives in a collaborative, evolving environment and is motivated by equity, community impact, and tech-enabled solutions.

About Suma

Per its charitable mission, "suma creates platforms for digital organizing, enterprise and justice." We believe that responsive technology can build community power to address climate change, poverty and racial injustice.

Our Programs:

- Organizing – Digital capacity-building and device distribution
- Enterprise – Building a digital commerce platform for low-income users
- Justice – Tech policy advocacy to close the digital divide

Core Responsibilities

Project Leadership & Grant Implementation:

- Take initial discovery work and assist in designing a year long plan to integrate accommodation assists to the suma app.
- Lead the project lifecycle of one part of suma's Clean Mobility + Accommodation grant.
- Develop and maintain project plans, budgets, timelines, and outcome tracking tools.
- Ensure project milestones and deliverables are met in alignment with grant goals.
- Coordinate with internal staff, contractors, government partners, and vendors to implement accessibility solutions.
- Prepare reports, evaluations, and presentations for internal use and funder compliance.

Accommodations Coordination:

- Staff the suma accommodation small group, a group of disability-led and disability-serving partners who help guide improvements in suma app accessibility for adults with disability
- Identify and support accommodation needs and updates across the suma app.
- Partner with disability advocates and accessibility experts to inform program design and evaluation.
- Develop protocols and resources that ensure ongoing accessibility for the suma app and community events related to the Enterprise program.

Community Engagement & Outreach:

- Execute an inclusive community engagement and user testing strategies centering frontline populations.
 - Convene community partners in the suma accommodation small group as well as other appropriate venues.
 - Act as the primary liaison between the suma and community members, ensuring transparency, feedback loops, and co-creation.
 - Collect and analyze community input to shape Enterprise Program direction and equity outcomes.
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Qualifications

Required

- 1–3 years of experience in project management, preferably in transportation, accessibility, community development, or tech, .
- Demonstrated knowledge of or lived experience with ADA compliance, universal design, or other accommodation work.
- Experience engaging with disability communities, especially individuals with intersectional identities (e.g, BIPOC, low-income, LGBTQ+).
- Strong written and verbal communication skills, including public speaking and report writing.
- Ability to manage multiple workstreams, meet deadlines, and work independently and collaboratively.
- Strong communication and collaboration across diverse groups
- Ability to manage priorities in hybrid/fast-paced settings
- Attention to detail and reporting
- Cultural humility and community-centered mindset

Preferred

- Bilingual (Spanish, Vietnamese, ASL, etc.)
 - Experience with digital equity or economic justice work
 - Tools: Google Workspace, ClickUp, Metabase, Zoom
 - Experience in grant implementation and compliance
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Working Environment Expectations

- Hybrid setting
- Ability to sit for extended periods at a desk or workstation.
- Regular use of hands and fingers for typing, writing, and handling office equipment.
- Ability to read documents, use a computer screen, and perform tasks requiring close vision.
- Ability to communicate effectively in person, over the phone, and via video conferencing.
- Moving around the office or between workstations as needed.
- Ability to lift and carry objects weighing up to 15–20 pounds, such as files, binders, or office supplies.

- Work in a setting with moderate noise levels and typical office equipment like computers, printers, and copiers.
- May include occasional travel to meetings or conferences, requiring the ability to sit for extended periods in vehicles or other modes of transportation.
- Some evenings/weekends required.

The above description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Suma is committed to providing reasonable accommodations to employees with disabilities to ensure equal opportunities in the workplace. If you require accommodations to perform the essential functions of your job, please contact admin@mysuma.org.

Our Commitment

We value lived experience, cultural insight, and frontline leadership. We **strongly** encourage applications from people of color, people with disabilities, LGBTQ+ individuals, and others impacted by systemic inequity. Suma is an equal opportunity employer.

How to Apply:

[Use this form to submit your application](#) including the following:

- Resume
- 2 references
- Questions:
 1. Tell us about your thoughts or experiences at the intersection of technology and accessibility.
 2. Please share how you have worked in/with the community (organizing, campaigns, presentations, &c) before?