An Invitation to Apply for the Position of
Project Manager
Collaborative for Academic, Social, and Emotional Learning

Posting Date: May 2023

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL’s mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students’ social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

● Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
● Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
● Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
● Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
● Promote federal and state policies that encourage academic, social, and emotional learning.
● Strategically communicate to foster widespread demand for SEL as an essential part of students’ education at the classroom, school, district, state, and national level.

POSITION SUMMARY

CASEL seeks a full-time Project Manager. This position is fully remote and will report to the Director of Project Management.

The Project Manager is responsible for coordinating the day-to-day aspects of CASEL’s deliverables to ensure that they are on time and on budget. Ideal candidates for the Project Manager role have a background in business skills, management, budgeting, and analysis. The Project Manager develops detailed project plans, ensures resource availability and allocation, and delivers projects on time and within budget and scope.
OPPORTUNITIES/EXPECTATIONS

The Project Manager will:

- Conduct project intake meetings with key stakeholders for new incoming projects.
- Develop, manage, and execute detailed work plans that outline tasks, deliverables, milestones, and resources required to align with grants and proposals.
- Schedule, maintain, and coordinate logistics for project meetings, including: taking meeting notes; tracking next steps and project status; drafting and distributing agendas, pre-reads, and other materials; and coordinating with internal staff.
- Prepare necessary presentation materials for meetings, including but not limited to reports, slide decks, data visualizations, and agendas.
- Manage multiple projects at various stages simultaneously.
- Coordinate internal resources and manage communications with third-party vendors for flawless execution of projects.
- Identify, manage, and resolve issues as they arise throughout the project life cycle.
- Monitor project budgets and resolve discrepancies or issues to ensure projects stay on track.
- Effectively and efficiently communicate with all project stakeholders to ensure satisfaction throughout the project life cycle.
- Manage the scope of a project and facilitate the change management process for deviations from scope.
- Ensure projects adhere to grant agreements and proposals.
- Create and maintain comprehensive project and process documentation.
- Assess project risks and issues and provide solutions where applicable.
- Evaluate project performance and lead the team through a retrospective process at the end of each project.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

The background and educational experience required for this position are:

- 3-5 years of experience with multi-phase implementations of project coordination and management.
- Facility and experience with project management platforms such as Asana & Slack, and experience with Google suite & MS Office suite.
- Demonstrated strong meeting facilitation skills, including real time note taking and time management.
- Ability to juggle and prioritize competing priorities and deadlines.
- Flexible and curious mindset with the ability to independently and collaboratively resolve ambiguity.
- Experience managing or reconciling complex budgets is preferred.
- Experience in education, policy, or research fields is preferred.

PERSONAL CHARACTERISTICS AND COMPETENCIES

The personal characteristics and competencies required for this position are:

- Collaborates: Works cooperatively with others across the organization to achieve shared objectives. Represents own interests while being fair to others and their areas. Partners with others to get work done. Credits others for their contributions and accomplishments. Gains trust and support of others.
- Communicates Effectively: Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels. Attentively listens to others. Adjusts to fit the
audience and the message. Provides timely and helpful information to others across the organization. Encourages the open expression of diverse ideas and opinions.

- Values Differences: Seeks to understand different perspectives and cultures. Contributes to a work climate where differences are valued and supported. Applies others’ diverse experiences, styles, backgrounds, and perspectives to get results. Is sensitive to cultural norms, expectations, and ways of communicating.
- Customer Focus: Gains insight into customer needs. Identifies opportunities that benefit the customer. Builds and delivers solutions that meet customer expectations. Establishes and maintains effective customer relationships.
- Decision Quality: Makes effective and timely decisions that keep projects moving forward.
- Plans and Aligns: Plans and prioritizes work to meet commitments aligned with departmental and strategic goals.

COMPENSATION

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

TO APPLY

Please email a thoughtful cover letter and resume outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

*The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL is an equal opportunity/affirmative action employer and is strongly and actively committed to diversity within the community. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.*