An Invitation to Apply for the Position of
Project Manager
Collaborative for Academic, Social, and Emotional Learning (CASEL)
Chicago, Illinois
Posting Date: March 2022

Organizational Summary

The Collaborative for Academic, Social, and Emotional Learning (CASEL), is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL’s mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling 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 Description

The Collaborative for Academic, Social, and Emotional Learning is seeking a Project Manager to serve as the central point of contact between all stakeholders for various projects at CASEL. This is a remote position reporting to the Senior Project Manager and will work to support the champions of the SEL field and the organization that is working to ensure equitable education outcomes for every child.

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. Our preferred candidate is an excellent communicator and thrives managing multiple tasks in a fast-paced environment. We seek a dedicated team player with problem-solving aptitude.

Key Functions

- Develop, manage, and execute detailed work plans aligned 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 as needed.
- Prepare necessary presentation materials for meetings.
- Coordinate internal resources and third-party vendors for flawless execution of projects.
- Identify, manage, and resolve issues as they arise 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 grants and proposals.
- Create and maintain comprehensive project documentation.
- Assess project risks and issues and provide solutions where applicable.
- Perform other related duties and participate in special projects as assigned.

Qualifications

- 3-5 years of experience with multi-phase implementations of project coordination and management.
- Results-oriented, driven, thrive in a collaborative, team-oriented, fast paced environment.
- Facility and experience with project management platforms such as Asana & Slack, and experience with the Google suite & MS Office suite.
- Demonstrated excellent analytical, organizational, and problem-solving skills.
• Demonstrated strong meeting facilitation skills.
• Strong attention to detail.
• Excellent verbal and written communication skills.
• Excellent time management skills.
• Ability to juggle and prioritize multiple duties and responsibilities.
• Flexible mindset with the ability to resolve ambiguity.
• Excellent collaboration skills to encourage, explore, and develop new ideas.
• Capacity and eagerness to learn comprehensive and complex information in a short amount of time.
• Knowledge and understanding of editorial processes and calendars.
• Ability to manage continuous/ongoing work, as opposed to just finite projects.
• Experience with content management systems is preferred (e.g., WordPress).
• Experience managing communications campaigns preferred.

Physical Requirements
• Prolonged periods of sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

Compensation
This is a full time, exempt, benefits eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

To Apply
Please submit a cover letter (including interest in the position, relevant experience, and professional goals), CV, references, and a writing sample to careers@casel.org with the subject line: CASEL Project Manager.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. 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.