



Project Manager - Leadership Academy for Better Brains

(Full-time, Exempt)

GEEARS: Georgia Early Education Alliance for Ready Students seeks a **Project Manager**. **This newly created position presents a unique opportunity** to design and implement a Leadership Academy for Better Brains (LAB²) umbrella initiative, which will bring together some of GEEARS' signature community education efforts such as our *Conversations on Early Childhood* speaker series and Early Education Bus Journeys, while establishing new programs to train parent advocates and provide training for early childhood and elementary school leaders.

The Organization: GEEARS: Georgia Early Education Alliance for Ready Students works throughout Georgia to improve public policy, increase public awareness, conduct and interpret research, and lead a movement to support high-quality early education and healthy development for children birth to five. Our vision is that by 2020, every child in Georgia will enter kindergarten prepared to succeed and on a path to read to learn by the end of the third grade. GEEARS' offices are in the Buckhead area of Atlanta, Georgia. For more information, visit www.geears.org.

Responsibilities

- Engage and convene a diverse range of stakeholders, including parents/families, educators and education leaders, community leaders, and GEEARS' partners
- Effectively manage multiple projects with close attention to detail and logistics
- Efficiently coordinate details of respective initiatives (e.g., schedules, venues, budgets, etc.)
- Attend and participate in meetings and events and report outcomes to the team
- Develop and implement various program(s)/meetings/trainings for parents and also for education leaders
- Identify and manage consultants who might provide specific trainings for parents or school leaders
- Plan speaker series events that host renowned speakers discussing topics related to early childhood
- Build and foster strong working relationships with partners, community leaders, and businesses
- Collaborate with the Communications Team to promote and document initiatives
- Manage programmatic budgets and seek opportunities for community/business partnerships
- Accurately track and report progress on project success
- Correspond effectively with speakers, parents, educators, and other stakeholders



Qualifications

Required

- Bachelor's degree
- 3-5 years of demonstrated experience in program or project management
- Experience working with a variety of stakeholders, including school systems, teachers, parents, community leaders, business and nonprofit partners, and policymakers
- Excellent interpersonal, written, and oral communication skills
- Demonstrated ability to work quickly under deadline
- Ability to work independently with little supervision and as part of a team
- Experience with program design and/or facilitation
- Experience with leadership development and/or training programs
- Flexible and open to change; friendly attitude and open to working with all types of people in communities across Georgia
- *This position does require some statewide and local travel

Desired

- Community outreach, specifically in the education or early education sector
- Program management experience with families
- Familiarity with Georgia schools, communities, and/or early education
- Meeting facilitation experience
- Event planning and event management experience

This is a full-time position, reporting to the Director of Research and collaborating with the Director of Communications. Salary range is dependent on education and experience. GEEARS provides benefits including health insurance, dental and vision care, life and disability insurance, parking, and vacation leave and holiday schedules.

Application: To apply, send your resume and cover letter to csimpson-houston@gears.org with "Project Manager- LABB" in the subject line. No phone calls please. Applications will be reviewed as they arrive. Deadline for applications is March 12, 2018.