



Winooski – Burlington Partnership for Change District Level Systems Change Grant

Winooski School District
60 Normand Street
Winooski, VT 05404
802-655-0485
www.wdschools.org



Burlington School District
150 Colchester Ave.
Burlington, VT 05401
802-865-5332
www.bsdtvt.org



Project Manager

Winooski-Burlington Partnership for Change

Job Description

Employed by: Burlington School District

Reports to: Director of Transformation, Winooski-Burlington Partnership for Change

Time: 1 FTE grant funded, flexible hours including evening meetings. Annual contract beginning April 1, 2012 through July 1 2013, with three month probationary period from April 2012 – June 30 21012. Expected to continue through June 30, 2015 pending successful annual performance review. Additional possibility of extension for 2015-2018 depending on performance and renewal of grant funding

Salary: Competitive salary and benefits package.

Job Summary: The Project Manager is responsible for communications and support for the Winooski-Burlington Partnership for Change Initiative funded with an initial 3.5-year District Level Systems Change Grant from the Nellie Mae Education Foundation (NMEF). For more information about the Nellie Mae Partnership for Change, see www.partnershipforchangevt.org for more information.

Key Responsibilities:

- Handle logistics and scheduling for Steering Committee and Executive Committee of Transformation Initiative.
- Serve as the primary liaison with the Nellie Mae Education Foundation on logistics pertaining to the grant, such as coordinating cross-site learning institutes required by NMEF, scheduling webinars, site visits and press events, etc.
- Support communications across multiple bodies, through email, personal communication, web tools, phone, etc. to insure effective cross-district communication and cross-teams communications
- Oversee public and media relations (including via social media), outreach and marketing, and the celebration of community and programmatic successes

- Coordinate with the project's fiscal agent, the Burlington School District and its Grants Director, on fiscal management, grant reporting and the aggregation of reports from partners into consolidated reports.
- Support the cataloging of local best practices that can be shared with statewide associations and interest groups; presenting systems solutions to local problems that can be widely adopted statewide.
- Maintenance of internal and public shared project information systems (e.g. wiki).
- Oversee ongoing internal and external communications, including regular project updates and progress reports (via email, web, school and city print and web newsletters, meeting presentations) to stakeholder groups, community and general public, including development and management of contact lists.

Essential skills needed:

- 1) Commitment to mission and vision of WSD BSD Partnership for Change
- 2) Exquisite attention to detail.
- 3) Enthusiasm for multi-tasking in a fast paced environment.
- 4) Patience in managing demands from various partners in the initiative.
- 5) Solutions oriented problem solver.
- 6) Substantial background in communications.
- 7) Track record in administrative support functions.
- 8) Excellent interpersonal skills.
- 7) Strong organizational skills.