Education Project Manager Job Description

Deadline to Apply: January 22, 2022
Submit your resume and cover letter to:
https://app.smartsheet.com/b/form/55425a7ec3b24185af24d04a520751cb

The Billion Oyster Project's Education Project Manager is a high-performing project manager who genuinely enjoys working in a fast-paced environment and is an enthusiastic problem-solver. The Education Project Manager will manage multi-layered, complex projects, which require great attention to detail and organization, as well as clear and transparent communication. The Education Project Manager will collaborate with staff at Billion Oyster Project, New York Harbor School, funders, and external partners.

The ideal candidate is a team player who is reliable, engaged, and flexible; someone who embraces collaboration, holds themselves accountable, takes initiative and ownership over tasks, and is a critical thinker who can make informed decisions. The Education Project Manager must effectively manage project teams and projects at varying stages of development. This position requires excellent time management, organization, communication, and interpersonal skills.

What You’ll Do
The Education Project Manager is responsible for managing education-focused projects and partnerships, which are funded by a variety of private, city, state, and federal sources. The work for these projects varies and includes contributing to or leading on the following activities: contract and budget development; reporting; coordination with the New York Harbor School Career and Technical Education programs; external partnership management, procurement; project implementation; cross-departmental collaboration with Billion Oyster Project staff; and permitting.

The Education Project Manager manages one or more multi-year projects with budgets of approximately $500,000 - $3 million. The Education Project Manager is responsible for developing project management plans and the day-to-day management of project activities and deliverables, which includes but is not limited to scheduling, implementation, fieldwork, direct stakeholder engagement, and funder and regulatory reporting. The Education Project Manager position is a writing-intensive and deliverables-based role and requires excellent communication and time-management skills.

As a member of the Education Team, the Education Project Manager will collaborate with educators, students, community groups, and restoration practitioners to build towards the mission of Billion Oyster Project - to restore oysters to New York Harbor through public education initiatives. This mission includes restoring 1 billion oysters to New York Harbor by 2035 through the education and engagement of 1 million people.

The Education Project Manager reports to the Director of Education.

Core Responsibilities
- Manage projects including deliverables, budgets and funder reporting
- Coordinate team activities to accomplish project goals and deliverables
- Organize and execute personnel meetings
- Maintain partner contacts and ensure project compliance
- Procure supplies and equipment
The Education Project Manager's responsibilities include but are not limited to the following:

- Manage the work of subcontractors and project partners
- Prepare, disseminate and track contractual documents
- Organize and execute regular partner meetings
- Coordination with Billion Oyster Project staff on the planning and execution of program activities as they relate to grant deliverables
- Support Billion Oyster Project staff in the execution of professional development activities, field expeditions, and other events as required by the project
- Support Billion Oyster Project staff in meeting and documenting objectives and deliverables
- Plan and participate in meetings, discussion groups and events that promote project visibility
- Contribute to the development of funding application packages

You Must Have

- Bachelor’s Degree in education, environmental science, policy or a related field
- 3+ years of proven successful project management experience
- Knowledge of grant management, including accounting and financial reporting
- Proficiency in Google Workspace, Microsoft Office, Adobe Creative Cloud Applications
- Excellent writing, verbal communication, and interpersonal skills
- Strong time management and organizational skills and the ability to prioritize multiple tasks
- Ability to work independently, stay ahead of schedule, and know when to escalate a problem
- Ability to take ownership over deliverables and stay organized while managing multiple deliverables at varying stages of development
- Ability to work collaboratively with project teams, handle multiple tasks, and make informed decisions in a fast-paced environment with frequent interruptions

Desired Qualifications

- Experience in public speaking and working with groups of people
- Strong familiarity with project management software tools, methodologies, and best practices
- Project Management Professional certification (PMP®)
- Proficiency in Smartsheets or similar project management software
- Proficiency in Quickbooks or similar
- Familiarity with government grants

You'll be a good fit if you have a:

- a positive, get-it-done work style
- a team player, self-motivated, adaptable, and willing to learn new things

Salary, Benefits, and Perks

The starting salary for the Project Manager will range from $55,000 to $65,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- Health, dental, vision, and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor
Who We Are and the Work We Do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The Harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their harbor.

Education through Restoration
We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

Additional Information

Employment Authorization
Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.