

Boston Plan for Excellence
www.bpe.org
Project Manager – Boston Teacher Residency Partnership
www.bostonteacherresidency.org

Organizational Background

The Boston Teacher Residency Partnership (BTRP) recently received a five-year, \$15 million grant through the Department of Education's Teacher Quality Partnership program. The grant supports the BTRP's teacher residency program which builds a continuum of teacher preparation and professional development with a focus on high student achievement. The BTRP consists of a partnership of educational organizations, specifically Boston Public Schools (BPS), the University of Massachusetts - Boston (Teach Next Year program - TNY); Wheelock College, and the Boston Teacher Residency (BTR).

The Project Manager will be a new position supporting and coordinating the work of the BTRP. The position provides an ideal opportunity for someone who is passionate about urban education and has strong project management skills. The Project Manager must be able to work independently, build and manage workplans and budgets, and be comfortable working with leaders in the field of education. This position will report directly to the Director of BTR. The position is part-time (50%) although the workload may fluctuate over the course of the overall project lifecycle.

Responsibilities include:

- Provide overall project management, including communicating with multiple partners to ensure projects are completed on-time and within budget
- Work closely with project leads to develop workplans for each partner/project
- Help partners focus on quality assurance of project deliverables
- Be responsible for developing and submitting periodic reports to the Department of Education, including obtaining necessary data from project partners
- Oversee grant finances with assistance from Controller, including regular reporting on monthly expenditures allocated to grant
- Set up and attend monthly team meetings and quarterly project lead meetings
- Other duties as assigned by the Director of BTR

Qualifications / skills:

- Very strong oral, written, interpersonal, and communication skills
- Experience managing large projects with multiple stakeholders
- Partnership/relationship building skills
- Experience in budgeting and grants management, particularly reporting requirements
- Ability to follow through on tasks with minimal supervision
- Strong computer skills, including all MS Office software
- Knowledge of education field
- Sense of humor!

Boston Plan for Excellence is an Equal Opportunity Employer

To Apply

Please write "BTRP Project Manager" in the subject line and email your resume and a thoughtful cover letter to jobs@bpe.org or fax to 617-227-8446. You can also mail your resume and a thoughtful cover letter to:

Boston Plan for Excellence
BTRP Project Manager
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