



## JOB DESCRIPTION: **Project Manager**

The candidate chosen for this position must be able to manage several projects at one time across multiple entities and create 21st century cutting edge content for presentations, teaching material, websites and social media.

### Responsibilities:

- Project Manager assists with the development, curating and management of supplemental curricula and instructional materials.
- Project Manager works remotely from home/office of choice
- Project Manager assists the MFL Instructor with preparation for online classroom instruction
- Project Manager uses computer programs and applications to create Power Points, educational manuals, hand-outs, social media posts, video content, website content, Kahoot games
- Project Manager will be trained in online learning platforms, specifically Zoom, Microsoft Teams, etc.
- Project Manager is familiar with K-12 mathematical concepts, pedagogy, student learning styles and theories, group dynamics and social norms
- Project Manager is able to effectively manage time and complete projects before the due date
- Project Manager is able to troubleshoot problems and find effective solutions.

### Required Qualifications:

- Strong background in technology, social media and computer/phone applications (Microsoft Office Suite, Adobe Suite, Instagram, Youtube, Facebook, Twitter, LinkedIN, etc.)
- Passion for learning, curiosity and technology
- High school diploma or equivalent
- Excellent written and verbal communication skills
- Commitment to cultural proficiency and working with people from different backgrounds
- Superior presentation skills
- Ability to work and communicate well with people at all levels including key external partnerships.

Salary range: \$15/hr to \$20/hr D.O.E. (10 hours minimum per week)

Cultivating Hope equips traditionally underserved communities with educational tools, knowledge and deep connections for professional academic growth. Our team supports sojourners to see with different eyes, to hear with new ears and to speak abundant life into existence. Our coaching and training are uniquely designed for school learning communities and organizations to reach their desired goals. We offer professional development and academic instruction for all ages. Our founders are educators with over 30 years of experience partnering with traditional public schools, private schools, charter schools and local non profit organizations.

For more information visit [www.cultivatinghope.net](http://www.cultivatinghope.net) or contact us at [hello@cultivatinghope.net](mailto:hello@cultivatinghope.net) to submit a resume.