



Mission: To partner teachers and families for children's success.

Vision: All families are engaged in their child's learning.

Position PROJECT BUILDER

Organization HOME WORKS! The Teacher Home Visit Program

Reports to CEO

Location St. Louis

Overview of HOME WORKS!

Too many children enter school not ready to learn and never catch up resulting in increased rates of school failure, lifetimes of hardships, and never reaching their full potential. To improve the school performance of these struggling students and to prepare them for the workforce, HOME WORKS! trains, supports, and pays teachers to make (virtual) home visits to get their parents engaged in their education. HOME WORKS! is designed to have teachers and families partner to build a better connection and understand the crucial partnership needed between home and school for students to succeed. Learn more about us by visiting our website at www.teacherhomevisit.org

Role Summary

Patrick Henry Elementary School is a St. Louis Public School serving PreK-5th grade students in near north St. Louis. 100% of the students are African-American, and many live with food insecurity and poverty, and 30% are homeless. All students at Patrick Henry must have whatever they need to fully participate in virtual distance learning, including, at the very least, a device (notebook, laptop, iPad), internet connection, headphones, tech support, teachers who know how to implement distance learning, and parents who understand computers and how to support their children in distance learning. Every step of getting this school connected will be documented resulting in a playbook to be used by educators nationwide and a case study.

HOME WORKS! is hiring a self-motivated Project Manager/Builder with experience delegating to 10 or more volunteers and staff. The successful candidate will work with Patrick Henry teachers and administrators, HW! Staff, volunteers and also coordinate and collaborate with a research team, to document the implementation of the project. to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other organizations to ensure all aspects of the project are progressing according to the established timeline. We are looking for a creative and dedicated individual who will fit with our collaborative culture. If you enjoy working with other professionals who believe in creating innovative solutions to problems, we encourage you to apply.

Essential Duties include:

- Meet with team to understand critical activities and clarify specific requirements of each project

- Develop comprehensive project plans to be shared with CEO, project team, and other staff members
- Delegate project tasks based on team members' individual strengths, skill sets and experience levels
- Support and partner with the CEO on all activities associated with implementation of key deliverables
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Track and report on progress
- Collaborate with case study group engaged to capture the development and successful execution of the plan
- Meet budgetary objectives and adjust project constraints based on data analysis
- Administrative - other duties as assigned

Required Qualifications and Experience

The successful candidate will be a great writer, collaborative, curious, and flexible and enjoy a sense of humor. In addition, the successful candidate will have the following or the equivalent:

- Strong problem solving skills and an entrepreneurial mindset
- Bachelor's degree
- At least two years of project management experience
- Advanced time management and analytical skills
- Excellent client-facing communication skills
- Excellent editing, written, and verbal communication skills
- Strong organizational skills with attention to detail
- Strong computer/technological skills including Microsoft Office and GSuite applications
- The ability to prioritize tasks and meet deadlines with minimal direct supervision
- The ability to work both independently and as part of a team
- The ability to handle sensitive information with a high degree of integrity and confidentiality
- Excellent emotional intelligence, cultural awareness, inclusivity, and acceptance of diversity of all dimensions
- A passion for the mission and vision of HOME WORKS!

Work Environment

This position routinely uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in any form in all areas of HOME WORKS! offices. This position requires occasional office hours at one of the HOME WORKS! Offices which is located in the home of the CEO. Candidates must be able to walk up stairs and not be allergic to dogs or cats.

Position Specifications

Status: Part-time
Hours: ~20 hours per week
Salary: Commensurate with experience

Application

To apply, please send thoughtful cover letter, resume and salary requirements to karenkalish@gmail.com