

Stockton Master Innovator Roles

Project/Operations Manager

Cambiar recognizes young leaders' incredible potential to shape and lead innovative, breakthrough solutions to problems they experience or witness in their world. We engage with young leaders to support them in their journey to become change agents. We are looking for a Project Manager who is passionate about coordinating awesome learning experiences for young leaders to thrive.

The Project Manager has four main areas of responsibility:

1. **Project Coordination.** Support the Master Innovator team to meet all deliverables and execute the program seamlessly. The person in this role is the collaborator and coordinator of the team to ensure that all members are aligned, in communication, and achieve the outcomes of the program.
2. **Communications.** Act as a key point of contact for the youth participants, and thus will play an integral part in ensuring they have an exceptional and seamless experience. The person in this role will also ensure all of our external communications, such as slides, are clear and accessible.
3. **Operations.** Plan and execute all operational aspects of the student learning experience, such as space, food, materials, IT, making sure students are set up for success throughout the program.
4. **Information Tracking.** Develop a series of dashboards to gather and examine information about the Master Innovator program to determine if the team and student leaders are on track to achieve the program outcomes.

Specific Responsibilities Include (but are not limited to):

- Develop a comprehensive project plan in collaboration with project team members. Track project performance, specifically to analyze the successful and on-time completion of short- and long-term goals; create weekly reports to show project performance.
- Manage communications, such as logistics for workshops, deadlines, etc., with program participants and internal and external team members to ensure they have the information they need to successfully contribute to and participate in the program.
- Copy edit, print, collate learning materials and when necessary limited graphic design, such as slides and handouts, that are necessary for a successful workshop.
- Manage the set up of the learning environment and lead on-site operations, which includes, but is not limited to, identifying and securing workshop space, procuring all materials, coordinating all meals and snacks and troubleshooting any issues that arise during workshops.
- Build rapport with young leaders and track their progress towards achieving Master Innovator Program deliverables and outcomes.
- Other duties as assigned.

Requirements:

- Excellent written and verbal communication skills
- Strong judgement, time management and analytical skills
- Attention to detail and outstanding organizational skills
- Thrives in a fast-paced, entrepreneurial environment
- Flexible and solution-oriented
- Ability to manage multiple streams of the overall project simultaneously
- Self-starter with ability to set high expectations and work independently, while also being able to collaborate with a team to meet targets
- Positive attitude with an “all-hands-on-deck” mindset
- Bachelor’s degree
- 5-7 years of related experience with demonstrated track record of success, including 3+ years of experience managing complex projects, running operations, and data analysis
- Experience with project management tools, such as SmartSheet, Asana, Trello, Notion, etc.
- Experience developing external communications

Salary and benefits will be competitive and commensurate with experience. To apply, please submit your resume to careers@cambiareducation.org.