

Wilderness Education Project

Job Description: Project Facilitator

Wilderness Education Project / National Performance for Education | USDOE

Reports to: Executive Director or Project Director

Role and Responsibilities:

This position is someone who can assist, coordinate, direct and coach WEP/NPE staff and teacher participants involved with training programs. The Project Facilitator will also work with schools to attract more agencies to provide more pipeline and wrap-a-round services to those traditionally underrepresented in educational settings for local involvement in the program. Ability to create partnerships (educational, public, and private) with rural communities (this position will be in charge of all promotion and outreach activities); develop training documents for coordinators and specialists; host networks with agencies, communities, employers and schools; provide assistance to the Professional Learning Communities (PLCs) in each school; provide input to help create more student opportunities; experience in coordinating federal grants; partner with networks and representatives to oversee learning platforms and frameworks; coordinate and arrange schedules with community leaders to organize and develop on-going partnerships with employers that will promote work-based learning with high school students; assist with the coordination of data into a performance tracking system.

Duties:

The Project Facilitator will support activities within grant programs as needed and assigned by the Project Director or the Executive Director. Support will also include assistance with activities and services for WEP or NPE support staff and project applicants. These include:

- ✓ Assist with the lifecycle of grant project from pre-award review to award closeout, communicating and collaborating with all applicable parties
- ✓ Review project agreements and review requested modifications with teacher participants
- ✓ Continuously monitor active projects, reviewing quality reports, communicating with all involved parties
- ✓ Track, monitor, and analyze budgets; communicate results with project staff
- ✓ Research and maintain fluency high-quality professional development
- ✓ Form trusted advisor relationships with project staff, state agencies, & internal subject matter experts
- ✓ Upon completion of project goals, oversee final project inspections and closeout processes

Location:

This position will work with organizations and schools nationwide. WEP and its staff will ensure the employee's responsibilities do not conflict with any prior employment or retirement obligations. The employee will not be assigned to states or locations that could interfere with those requirements. WEP and NPE will remain flexible and provide opportunities in locations that align with the employee's past employment or retirement restrictions.

Other Job Responsibilities:

The Project Facilitator will provide:

- ✓ A weekly schedule posted of day-to-day activities and appointments
- ✓ Timesheets signed and submitted on the due date
- ✓ Monthly updates to be shared with the WEP Staff
- ✓ Mileage forms signed and submitted once a month

Monthly Meetings:

Program Staff will meet monthly or weekly to give updates, status information, and verbal reports.

Education | Qualifications | Skills:

Must be proficient in Microsoft Word, Excel, Outlook, and other Microsoft Software Applications

Must be proficient in Google Applications

Minimum of a Master's degree in education or related field, experience in educational administration, federal grants management, and program implementation related to USDOE activities, experience in the full implementation of education programs, experience in training staff with professional development, leadership experience in training administrative staff, at least five (5) years of experience as a Project Coordinator or Project Director.

Please contact:

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