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The GGSC Is Hiring an Education Project Manager

August 25, 2021

The Greater Good Science Center at UC Berkeley (GGSC) is looking for a skilled and experienced project manager to support several key projects and partnerships within its Education Program. These include the CalHOPE Student Support initiative—in which the GGSC and researchers from UC Berkeley’s School of Social Welfare are helping educators across California build their capacity to teach Social and Emotional Learning (SEL)—and a new initiative to develop research-based resources that help youth bridge differences, pursue justice, and contribute to a vibrant, inclusive democracy.

The ideal candidate has strong experience planning, organizing, and juggling complex projects and communicating effectively with various project stakeholders. We are particularly interested in candidates representing diverse backgrounds and perspectives. Knowledge of the field of education (particularly SEL), a scientific background, and/or experience advancing the goals of diversity, equity, and inclusion (DEI) are a plus. Remote working arrangements are possible.



This will be a **full-time, 11-month contract position**, including benefits, starting October 1, 2021 (or as close as possible to it) and running through August 2022, with the possibility of extending beyond that period, depending on funding.

Key responsibilities will include:

Helping to define the scope and objectives of Greater Good Education projects, and of all stakeholders' roles and responsibilities in them, working in collaboration with GGSC/UCB program staff and outside partners

Creating detailed project schedules and work plans

Overseeing project finances, including budgeting, tracking, and reporting

Managing the contracts with partners and funders and tracking payments (to and from the GGSC) to make sure they have been received

Managing the hiring/contracting and payment of project staff, consultants/contractors, and student assistants, working closely with the GGSC's Director of Operations

Scheduling, coordinating, and attending all project planning sessions and workshops, and scheduling and coordinating focus groups, interviews with project stakeholders, and any other project meetings, as necessary

Supporting the development and delivery of project workshops and presentations, including technology support and ensuring well-formatted slides and well-documented, up-to-date facilitation guides

Posting and updating project-related content on the GGSC's **Greater Good in Education** (GGIE) website and other project platforms, as necessary

Monitoring all project activities and progress toward goals, adjusting the work plan as needed

Responding to questions from the audiences we're serving, including K-12 education leaders across California, about the materials and resources we're providing them, including content on GGIE

Providing regular written and verbal project updates and progress reports to funders, partners, and other project stakeholders

Working with project evaluation teams to coordinate datashare agreements, evaluation planning, and support data collection and management (in coordination with expert data manager). Help measure project performance to identify areas for improvement

Coordinating with the GGSC's and partners' marketing teams when they promote public-facing project content

Communicating regularly with relevant GGSC staff and collaborators (including the UC Berkeley Social Work professor overseeing evaluation) to discuss project updates, challenges, and questions

Help scope subsequent phases of these projects, pending their success and availability of funding

Required Qualifications

At least 5 years of project management or related experience

Strong familiarity with project management software tools, methodologies, and best practices

Experience seeing projects through their full life cycle

Proven ability to solve problems creatively and resourcefully

Excellent analytical skills

Strong interpersonal and communications skills

Proven ability to complete projects according to outlined scope, budget, and timeline

Preferred Qualifications

Experience working in the field of K-12 education strongly preferred

Knowledge of the field of Social-Emotional Learning (SEL)

Experience advancing the goals of diversity, equity, and inclusion (DEI)

Experience supporting project evaluation, including data collection, management, and analysis

Experience posting and updating website content through a content management system (e.g., WordPress, ExpressionEngine)

Project Management Professional (PMP) certification preferred

Salary & Benefits

This is a full-time staff position with an 11-month contract, starting October 1, 2021 (or as close as possible to it) and running through August 2022. It is possible that this position will extend beyond that period and become a Career (instead of a Contract) position, depending on funding.

Salary is commensurate with experience, within the range of \$70,000 - \$75,000 annually.

This position will receive UC Berkeley's comprehensive benefits package, except for its pension program. For a summary of these benefits offered by UC Berkeley, please visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

To apply, please email your resume and cover letter to ggsceducation@berkeley.edu

We are reviewing applications on a rolling basis, until September 17, 2021. We encourage you to apply as soon as possible. **Please note that we will not consider applications without a cover letter.**

About the GGSC

The Greater Good Science Center (GGSC) at UC Berkeley turns science into action.

For more than a decade, the GGSC has been at the fore of a new scientific movement to explore the roots of happy and compassionate individuals, strong social bonds, and altruistic behavior. And it has been without peer in its award-winning efforts to translate and widely disseminate this science. Since 2001, it has provided a bridge between researchers and the public, producing a range of events, trainings, and multimedia resources that combine science and storytelling, including its award-winning online magazine, *Greater Good*.

The GGSC's **Education Program** provides education professionals with research-based resources to promote their well-being and nurture the social, emotional, and ethical development of their students. It supports educators through articles, workshops, trainings, and its new **Greater Good in Education** platform.

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https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

“The Teaching and Learning for the Greater Good course was a gift not only to me, to my school community, and to our country, but also to the world. Talk about a ripple effect...”

— Faye Viray, Course Participant

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The Greater Good Science Center studies the psychology, sociology, and neuroscience of well-being, and teaches skills that foster a thriving, resilient, and compassionate society.

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