JOB DESCRIPTION
PROJECT SPECIALIST
National Center for Learning and Civic Engagement
Education Commission of the States

Job Title: Project Specialist
Status: Exempt
Reports To: Institute Director
Date: March 2015

Position Description
Under the supervision of the Program and/or Institute Director, the project specialist assists with the implementation of the National Center for Learning and Civic Engagement’s (NCLCE) programs and projects. NCLCE seeks to support state policymakers in establishing civic learning and engagement programs for pre-K through postsecondary students. The NCLCE is an institute within the Education Commission of the States (ECS), a national organization that convenes and informs state leaders on the research, policies, and issues critical to improving pre-K to postsecondary education. The NCLCE complements the mission of ECS with a unique level of expertise within the fields of civic education and civic engagement. Typical duties include planning, developing, implementing and evaluating programs and projects, coordinating project activities, collaborating with team members, developing measurable project goals and objectives, and monitoring progress toward achievement.

Essential Duties and Responsibilities:
- Conceptualizes, designs and implements NCLCE projects, frequently in collaboration with NCLCE and ECS staff, and occasionally outside consultants.
- Organizes and maintains project and issue files.
- Acts as a liaison with project stakeholders to collect and disseminate project information.
- Undertakes research, writing, interactions and presentations related to national and/or state-level technical assistance.
- Collaboratively plans, manages and implements meetings, trainings, workshops, forums, webinars, site visits and case studies where project objectives can be carried to appropriate audiences.
- Cultivates and enhances collaborations to achieve project goals; Assists in linking activities between departments and with other organizations.
- Represents ECS and NCLCE at national and regional meetings, conferences and other associations. Makes presentations as needed. Writes summaries of conferences, symposia, and other meetings as requested.
- Curates NCLCE’s Every Student a Citizen Blog and Twitter feed.
- Contributes to NCLCE and ECS websites and publications.
- Participates in internal and external meetings as needed.
- Performs other ECS duties as required.

Job Specifications
- Bachelor’s degree required.
- Three or more years of experience in teaching or education policy preferred.
- Knowledge and technical expertise in curriculum alignment and professional development.
- Knowledge of best practice in an area of education, including civic education, civic engagement, service-learning and/or action civics.
- Excellent verbal and written communication skills.
- Demonstrated ability to work with culturally diverse groups.
- Familiarity with Federal and State laws, regulations and policies related to education programs.
- Experience in coordinating and conducting training and workshops.
- Experience planning, implementing, monitoring, and reporting project grants and contracts.
- Builds and maintains good team relations.
- Collaborates effectively with other staff members and representatives from partner organizations.
- Organizes tasks and time schedules to help accomplish goals efficiently, creatively and effectively.
- Self-motivated and works autonomously with minimal supervision.
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- Conveys complex information clearly, both orally and in print.
- Translates complex information and targets to appropriate audience, problem or policy.
- Strong sense of integrity and professionalism in representation of the organization, both internally and to external constituents and leaders.
- Manages multiple tasks with competing deadlines; meets deadlines.
- Intermediate level in use of digital software and technology, including databases, Word, PowerPoint, and Twitter.

Supervisory Authority:
Receives direct supervision, and may be mentored by senior staff. If requested by director, may supervise the work of outside project consultants.

Working Conditions
Possible out-of-state travel depending upon project demands. The noise level in the work environment is usually moderate.

Compensation and Benefits
ECS offers competitive compensation and benefits, including health, dental, life, long term disability, and vision insurance, monthly leave time for volunteer work, a flexible spending account, a health reimbursement account, and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO.

The salary range for this position is $40,000 - $55,000, commensurate with experience.

To apply, please send your resume and cover letter to:

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Executive Office Manager
Education Commission of the States
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Fax: 303-296-8332

DEADLINE TO APPLY: TUESDAY, MARCH 31, 2015

For more information, please visit our website at www.ecs.org.