Success Academy Charter Schools

Title: Training & Development Project Manager

Location: New York, NY

Job Type: Full-Time

Compensation Type: Salary

Start Date: ASAP

Job Description: We are New York City's top-performing and fastest-growing charter school network, and we are fundamentally reshaping public education. To ensure long-lasting change and a school model that will prepare current and future generations of children from all backgrounds with the subject mastery and skills to succeed in college and life, we have reconceived every aspect of school design, from elementary to high school. We now need an ambitious Training & Development Project Manager to join our Success Academies team.

Reporting to the Associate Director of Operations in Training and Development, the Training & Development Project Manager will be responsible for managing projects that support the training of our Network and School based Operations staff members.

Primary Responsibilities:

- Work with the Associate Directors to develop and support Organizational Design initiatives within the Operations department
- Construct detailed project plans that can be viewed and understood, by multiple stakeholders
- Spearhead project planning sessions resulting in alignment with departmental goals and deadlines
- Present oral and written reports outlining milestones in project plans (including problems, resolutions and potential impact) to varying levels of management
- Oversee the design, coordination and execution of virtual and onsite training materials and sessions (including multiple department-wide training programs)
- Achieve operational objectives by identifying trends, determining system improvements, and implementing change that supports operational and instructional efforts
- Liaise with Instructional Management, Creative Content, Education Institute, and IT departments to align new training initiatives and platforms as necessary
- Establish and maintain productive relationships with school based and network based teams
- Initiate, maintain, and manage relationships with third party vendors; resulting in favorable contract negotiations

Qualifications:

- Bachelor’s degree
- 2-4 years of relevant experience, supporting short and long-term projects in a fast-paced & high expectations environment
- Experience implementing, modifying, and maintaining scalable, network-compliant systems
- Proactively seeks development and external feedback to improve self and work product
- Successfully develops project plans that forecast challenges and reflect strong understanding of operational model
- Utilize their successful relationships to maximize efficiency and support departmental initiatives
Application Instructions: Apply online: http://jobs.successacademies.org/job-listing/training-development-project-manager/4b68a6aa-9b4a-4f91-8d32-3a85d8d128fe

To join our team, please upload a cover letter and resume that outlines your candidacy. Your cover letter should explain in detail your qualifications for the position. Resumes without cover letters will not be reviewed.

About the Organization: At Success Academy, we are redefining what’s possible in public education. Since opening our first school in Harlem in 2006, we have swiftly grown to 41 high-performing schools, from Bed-Stuy to the Bronx, serving approximately 14,000 kids. We are scaling to 100 great schools serving 50,000 children across New York City, bringing transformational change here and across the country. We believe all children, regardless of zip code or family income, deserve the life-changing opportunities that a world-class education brings.

Disclaimer Information: Success Academy Charter Schools is an equal opportunity employer and actively encourages applications from people of all backgrounds. Compensation is competitive and commensurate with experience. Success Academy offers a full benefits program and opportunities for professional growth.