



**Position:** Program Manager  
**Status:** Full time  
**Compensation:** \$60,000-\$70,000 with a flexible schedule, 100% individual coverage through a platinum-level health care plan, and retirement investment plan  
**Start Date:** June 1, 2021

### **About This Organization**

The mission of One World Education is to transform students into writers with voice, knowledge, and purpose. One World partners with public school districts, charter school networks, individual schools, alternative learning centers, and summer learning programs to improve the teaching and learning of writing and knowledge of social justice issues. Over the past 13 years, the organization has grown into the largest writing program in Washington, DC.

### **Position Overview**

The Program Manager will lead enthusiastic communication with teachers and school leaders to ensure that educators are prepared for effective program implementation. Our Program Manager will have experience with budgets, and preferably with reimbursement management for government grants, to serve as a link between our program and development teams. Finally, our Program Manager will play a key role in expanding and executing a programs-level communication strategy that engages stakeholders and contributes to the organization's mission to elevate student voice.

### **Program Management**

- Lead teacher and school leader communication
- Schedule and plan logistics of school and district training
- Manage data and record-keeping for all in-school program communication
- Manage all program material printing
- Lead relationship and delivery with our printing vendor

### **Evaluation Management**

- Coordinate all evaluation testing with schools
- Manage data and record-keeping for all in-school evaluation
- Lead development of evaluation reporting
- Co-lead coordination of assessment graders
- Produce and disseminate evaluation reporting

### **Grant Reimbursement Management**

- Monitor compliance with OSSE SOAR and other program grant requirements
- Review grant expenditures to meet the required spending
- Analyze receipts and invoices for allowability and properly file for auditing purposes
- Submit monthly reimbursement requests, as needed, in a timely manner



- Submit periodic budget amendments to shift funds between budget categories
- Gather data from the program team for semi-annual grant reports
- Submit grant reports and ensure proof of all grant-related activities is kept on file
- Submit continuation applications each DC fiscal year to ensure funding continuity
- Perform all required close-out procedures

#### **Social Media Program Communications**

- Inform strategy and lead execution of social media communications
- Contribute content to a monthly organization newsletter, website updates, and blogs

#### **Qualifications**

- Bachelor's degree required; advanced degree preferred
- Excellent interpersonal, verbal, written, analytical, and organizational skills
- Excellent communication skills
- Strong attention to detail
- Experience with budget creation
- Experience using OSSE's Enterprise Grants Management System a plus
- Experience creating content for Twitter, Instagram, and Facebook

#### **Work Environment**

This job operates in a professional office environment.

#### **Typical Physical and Mental Demands**

Requires prolonged sitting with some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator, and other office equipment. Requires a normal range of hearing and eyesight to communicate with staff, stakeholders, and the Board. Also requires flexibility to readily adapt to an ever-changing environment.

#### **Note to Applicants**

One World welcomes applicants from diverse backgrounds. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

#### **To Apply**

Please send a cover letter addressed to the organization's CEO, Eric Goldstein, along with your resume and references, to [jobs@oneworldeducation.org](mailto:jobs@oneworldeducation.org).