Job Title: Community Project Manager  
Department: Education  
Reports To: Director of Education  
Status: Part time, non-exempt  
Hours: 25-30 hours/week; some evening or Saturday meetings on occasion  
Temporary, grant-funded position: March, 2020 through January, 2021

The Works Museum makes learning about science and engineering interesting, engaging and fun. The Works’ unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers and creative problem solvers.

The Works is looking for a project manager for its *We Are All Engineers* project. Through the *We Are All Engineers* project, The Works Museum will combine the organization’s knowledge of elementary engineering education with the cultural knowledge of community partners to co-create and deliver new elementary education programs that align with the cultural benchmarks in the new Minnesota State Science Standards. The museum will also co-create an interactive station for the museum gallery to extend learning beyond the classroom and with museum visitors.

The Community Project Manager will work with the Director of Education to build strong relationships with five community partners, who will be developing program content using a co-creation model. This position will be responsible for:

- Manage communication, scheduling, facilitation and follow-up with community partners for the co-creation process.
- Lead curriculum development and writing with the co-creation team.
- Communication with principals at six partner schools; logistics for program delivery at partner schools.
- Working with the museum experience developer on concept development and the exhibit firm on fabrication of the interactive station.
- Planning and follow-up with external evaluators.
- Manage logistics required for program meetings and other project functions.

**REQUIREMENTS:**

- Minimum three years of experience working with community organizations, preferably organizations that have a cultural, youth development, and/or education focus. Working knowledge of local cultural communities.
• Minimum three years of experience and proven track record in program management and implementation.
• Minimum two years of experience developing curriculum.
• Knowledge of STEM education.
• Strong written and verbal communication skills.
• Experience with group facilitation.
• Excellent organizational skills. Ability to handle multiple elements of the project at once with detail and follow-through.

PERSONAL ATTRIBUTES:

• Ability to be self-directed and work independently, as well as collaboratively.
• Creative problem solver.
• Excellent listening skills.
• Passionate about learner-centered educational experiences.
• Advocate for culturally responsive educational practices.

The Works is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

To Apply: Please submit electronic cover letter with salary requirements and resume to jobs@theworks.org We’ll begin evaluating applications as they’re received. Apply by March 6, 2020.