



Educare of Los Angeles in Long Beach Project Manager

Full or part-time

Temporary – until ED is hired

May be employed by any Educare partner but works for the partnership

- Project Manager will coordinate recurring communications amongst key stakeholders in Educare of Los Angeles in Long Beach that are representative of Long Beach Unified, Educare Learning Network, Advancement Project and the Los Angeles Area Chamber of Commerce.
- Coordinate and manage all aspects of the development of the Educare project, including scheduling and staffing meetings and coordinating the activities of other staff or organizations throughout the Los Angeles region.
- Duties may include prospect management, grant writing, financial management, coordinating with facilities staff on architects and contractors, operations planning and budget development, expand Educare's professional development training plan and monitoring of legal agreements and contracts, staffing the governing board, support development and alignment of the City's Early Childhood Education plan and managing process of hiring key first staff (Executive Director, local evaluator).
- Develop and staff governance bodies (governance board, committees and sub-committees) and special ad hoc convenings such as charrettes or other planning meetings, and manage their activities (i.e. schedule meetings, develop meeting agendas, record decisions and minutes, coordinate all follow up activities).
- Manage timely and accurate communications to and between all project stakeholders: local leadership, the Educare Learning Network, partner agencies, staff, families and the community.
- Anticipate critical decision points, timelines and obstacles to support project leadership and the smooth ongoing development of the Educare project.
- Create and maintain strong support from all project stakeholders through focus on the long term vision of the project.
- Other duties as required.

