



# POSITION ANNOUNCEMENT

The **Arizona Business & Education Coalition (ABEC)** seeks an individual to serve as an independent contractor/project manager to work on advancing the next phase of the Arizona Academic Scholars Program, an initiative of ABEC.

*The short-term goal for this position is the successful development of a middle school pilot focused on career pathways, opportunities and educational planning. The long-term goal for this position is securing a grant to support dissemination of this pilot over the next three years.*

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## **TITLE: Project Manager (Independent Contractor)**

**SCOPE OF WORK:** The Project Manager will provide leadership and focus to the mission and implementation of the next phase of the Arizona Academic Scholars Program, an initiative of ABEC. The Project Manager will continue to support the school districts that wish to continue to promote the Scholars Course of Study to their students. He/she will also work with pilot school districts to further develop and strengthen the Arizona Academic Scholars program at the middle school level. Through convening and collaborating with various education, community and business officials, the project manager will be charged with:

1. **Establishing a middle school implementation infrastructure** – The Project Manager will work with the public school district, school-based staff and local community and business partners to:
  - a. Identify the project’s needs and outcomes;
  - b. Identify useful resources and working models to assist in the scope of the work;
2. **Implementing the middle school program in select pilot districts** – The Project Manager will:
  - a. Along with the pilot school district representatives and participating ABEC leaders, create a results-oriented implementation plan with goals, activities targeted, benchmarks, and timelines. The plan should provide clear action steps for students, business leaders, and district superintendent and staff;
  - b. Create recognition, support and media strategies for business and district participants;
  - c. Oversee district implementation, encouraging local and state strategies that promote the experience and success of participating students. This will involve working with business leaders to create mentoring, tutoring, career exploration, and recognition for students; and,
  - d. Create awareness material as necessary (i.e. for students, district staff and business leaders).
3. **Securing grant funding for expansion of the middle school program over three years.**
4. **Creating other opportunities as appropriate for middle school focus.**

## **QUALIFICATIONS:**

### *Minimum Qualifications:*

- Strong leadership, networking and organizational skills
- The ability to build and sustain a strategic vision, strategy, and infrastructure
- Experience with developing web content and structure
- Proven success in grant writing
- Highly effective interpersonal and group communication skills – oral and written
- Significant experience in collaborating with business and community leaders
- Self-directed and self-motivated
- A minimum of a Bachelor’s degree

*Preferred Qualifications:*

- A working knowledge of Arizona's public K-12 education system and educational policies
- Experience in implementation of major K-12 school initiatives
- Demonstrated success in establishing and managing partnerships with representatives from the education and business communities

**REPORTING STRUCTURE:** The Project Manager will report directly to the ABEC executive director in order to perform the scope of the work. The Project Manager will be expected to be self-reliant. Limited staff support will be available.

**BUDGET:** This position is part-time and will be retained as an independent contractor by ABEC for the duration and the amount as outlined in a mutually agreed upon contract.

**Inquiries for this position should be directed to Susan Carlson, ABEC executive director at [susan@azbec.org](mailto:susan@azbec.org). This position is open until filled.**

*The Arizona Business & Education Coalition (ABEC) is a 501(c)3 organization providing a balanced forum for business and education leaders to collaborate and improve K-12 public education policy, with linkages to pre-kindergarten and postsecondary education. Guiding principles include: increasing public awareness about the relationship between Arizona's future workforce and the quality of the K-12 public education system; actively and effectively influencing public education policy; and sharing responsibility for the growth of student achievement in Arizona. For more information, please visit [www.azbec.org](http://www.azbec.org) or [www.azacademicscholars.org](http://www.azacademicscholars.org).*