



Project Manager Job Description

Promoting hands-on STEM education in Ghana

AVAILABLE POSITION – Project Manager

Practical Education Network (PEN) is currently accepting applications to manage our small, nimble, Ghanaian team and its operations. This position is perfect for someone with project management experience, and who would like to apply these skills to impact STEM education in Africa. He/she should have significant experience in coordination and management, preferably having been certified as a project management professional (PMP). Previous experience in West Africa is desired. The position is a volunteer position, expected to last 3-6 months, and can be extended to a VP position based on performance.

ABOUT PEN

Practical Education Network promotes hands-on learning in West African STEM classrooms and is driven by a faith-based mission. PEN's curriculum utilizes locally-available materials to form activities that align with national standards. Over the last 3 years, PEN has trained 2,500 Ghanaian teachers and 100 local-level trainers in this experiential approach.

To work for PEN is to join a nimble team, which includes an American MIT alum and Ghanaians- all passionate about hands-on learning. There are 3 full-time staff, 100+ part-time trainers, half a dozen PEN Local Reps, and about a dozen volunteers on the team. The project manager will set up systems and structures to manage this dynamic team.

Duties Include

- Manage a cross-disciplinary team
- Create systems and structures that enable and motivate staff members to progress in their departments swiftly, for their personal growth and the organization's success.
- Work closely with staff to develop milestones and targets and provide feedback on them.
- Prepare status reports by gathering, analyzing, and summarizing relevant information.
- Establish effective project communication plans and ensure their execution.
- Develop incentives, contracts, and communications strategies for part-time team members.
- Develop and keep budgets for the organization's various departments.
- Oversee the organization's progress towards its KPI's.
- Additional duties, which may arise as needs evolve.

LOCATION AND COMPENSATION

The hire will conduct a combination of office work and field work – overseeing day-to-day operations, trainings, and visiting our stakeholders in the field. He/she will work out of Impact Hub Accra as a base. A lunch stipend, reimbursement of work-related travel, and modest housing shared with PEN staff will be provided. The hire is responsible for arranging his/her travel to/from Accra and the associated prep work (visa, immunizations, etc.). The PEN team will provide operational support to assist with all of the above.

Interested parties should send their resume and cover letter to Dr. Heather Beem (heather@practicaleducationnetwork.com).