



Position Announcement: Project Manager

About the Organization

Founded in 1988, the mission of the Princeton Center for Leadership Training (PCLT) is to develop, disseminate, and promote peer leadership, advisory, and other evidence-based K-12 solutions that enable and inspire educators to more fully engage students in learning, better connect students to their schools, motivate and equip students to make decisions responsibly, and accelerate academic achievement. Our work touches tens of thousands of students, educators, and parents annually. We have served nearly 300 schools in thirteen states as well as in Asia and South America.

PCLT's solutions take root within schools and make a lasting, sustainable impact that persists long after our involvement. We accomplish this through an intensive train-the-trainer strategy, user-friendly curricula, and technical assistance. PCLT offers a wide variety of student leadership, teacher leadership, family leadership, and other customized solutions.

PCLT is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures. For more information about PCLT, visit: www.princetonleadership.org.

Position Description

Title: Project Manager

General Description: The full-time Project Manager is responsible for the day-to-day management of two of PCLT's high school peer leadership programs (see *Program Descriptions* below) throughout North Carolina. The Project Manager will be responsible for building and maintaining relationships with partner schools and providing technical assistance to teams of administrators and faculty to plan for successful program implementation and troubleshoot obstacles. He/she will track individual school progress and will support program evaluation activities. Additional responsibilities include assisting with recruitment of partner schools and facilitating at training conferences to prepare school faculty to effectively train student peer leaders to work with younger peers.

Program Descriptions:

- The Project Manager will support a federal grant initiative to replicate and evaluate the Teen Prevention Education Program (Teen PEP) in high schools in rural communities with high teen pregnancy rates. Teen PEP is an evidence-based program that utilizes peer education to increase responsible decision-making among students around issues of sexual health. Teen PEP trains junior and senior student peer educators through a daily course which is taught by two adult program instructors and integrated into the school day in participating high schools. Peer educators conduct skill-based, sexual health workshops with ninth grade students on a range of sexual health topics.

- The Project Manager will also work in support of high schools to implement the Peer Group Connection (PGC) high school transition and peer leadership program. PGC is an evidence-based program that supports students' successful transition from middle to high school by tapping into the power of older students to create a nurturing environment for incoming high school students. During weekly sessions facilitated by junior and senior peer leaders in caring, supportive environments, ninth grade students participate in activities that examine the impact of decision-making on high school graduation and life after high school.

Position Responsibilities:

- Build and maintain relationships with partner schools
- Coordinate, plan, and facilitate on-site and phone technical assistance meetings with administrators, faculty, and staff to plan for program implementation, problem-solve implementation obstacles, and ensure program sustainability
- Identify technical assistance needs of partner schools, develop technical assistance calendar and ensure necessary consultation has been provided to each school
- Maintain regular contact with partner schools to track implementation progress, collect program implementation data from each school, and compile into a summary report
- Interface with partner schools to ensure compliance with research protocols and assist with evaluation activities
- Build and maintain collaborative working relationships with other NC-based organizations in support of PCLT's work
- Facilitate at training events and conferences, as needed
- Design and develop curricula and experiential program activities, as needed
- Other responsibilities, as needed

Supervisor: Dr. Sherry Barr, Vice President of PCLT

Location: The Project Manager will be based at PCLT's North Carolina office located in the North Raleigh/Wake Forest area. Frequent travel throughout North Carolina and occasional travel to PCLT's main office, located in Princeton, New Jersey, will be necessary.

Schedule and Salary: The anticipated starting date for this position is early 2011. The annual starting salary range is \$45,000 - \$58,000.

Candidate Qualifications

Education: An advanced degree in education, sociology, psychology, public health, or a related discipline is preferred; although candidates lacking an advanced degree, but with strong records of accomplishment and extensive knowledge of and experience in school settings are encouraged to apply. A bachelor's degree is required.

Professional Experiences and Personal Qualities/Skills: Extensive knowledge of and experience working with school systems in a variety of settings, with an emphasis on rural communities; excellent verbal and written communication; self-starter and ability to work independently and collaboratively; ability to effectively lead teams; demonstrated high level interpersonal and cross-cultural skills, including the ability to build relationships internally and

externally; strong public speaking and group facilitation skills; experience with school-based program evaluation; strong decision-making, problem-solving, and negotiation skills; proficient in planning and organization; proven ability to work in a fast-paced environment managing multiple projects; and strong attention to detail. Knowledge of adolescent development, adolescent sexual health issues, and principles of prevention programming are preferred.

To Apply

Interested applicants are requested to email (please include the title of the position in the subject line) a cover letter and CV or résumé to princetoncenter@princetonleadership.org no later than November 24, 2010. If possible, please email documents in a pdf format.

Princeton Center for Leadership Training is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff.