



# Project Lead

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501c(3) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Some of our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Project Lead will work with multiple teams including the Principal Investigators (PIs), CodeVA staff and project participants to ensure all grant elements are executed in accordance with the final award notification and/or project plan (non-research projects). The Project Lead is responsible for ensuring all obligations of the grant are met within the established deadlines. They will manage timelines, team communication, project implementation and deliverables.

## Job Responsibilities

- Work with the PI team to develop a comprehensive list and timeline of all project deliverables, milestones, and outcomes, and track progress of the same, ensuring completion as required by terms of the grant.
- Integrate subawardees', subcontractors', evaluator's and participant deliverables into the overall project timeline.
- Maintain the project timeline weekly and communicate updated timeline expectations to all staff, partners and contractors.
- Work with CodeVA Outreach Coordinator and the PI team to design and implement recruitment and onboarding plan for participating educators.
- Coordinate interactions between CodeVA's Curriculum Manager, subcontractors and participants as they develop and revise curricular content.
- Coordinate interactions between CodeVA's Educator Community Programs, subcontractors and participants as they develop and revise CodeVA's Professional Learning Programs.
- Ensure all project activities are appropriately integrated into the overall activity and goals of CodeVA, including participants' professional learning sessions and curriculum dissemination.

- Convene the online and F2F PI meetings and the annual Advisory Board meetings, and work with PIs to develop the agenda and gather project planning information from those sessions.
- Serve as a communication nexus between project staff, external co-PI's, subrecipients, contractors and participants. Lead the interface between researchers, the evaluator and participants to ensure all communication with grant participants is in compliance with all IRB and granting agency requirements.
- Work with CodeVA Grants Fiscal Analyst to coordinate all project records to maintain compliance with applicable state and federal regulations. This includes tracking the project budget and percentages of staff time allocated to project activities, and coordinating the tracking of subcontractors.
- Work with CodeVA Grants Fiscal Analyst to initiate agreement drafting content for all contractors, vendors, and/or subawardees to ensure timely execution of contracts.
- Develop a project materials distribution plan to support the acquisition of appropriate rights via contracts and releases.
- Ensure that staff receive federal financial grants management training as specified in CodeVA policies.
- Track schedule for all required project reports and work with the PI team and other contributors to ensure that they are developed and delivered prior to respective due dates.
- Provide Federal funding agency officials with copies of project materials as they may request, and design a plan for project materials and web content to be delivered, archived and made available beyond the project as described in the project proposal and as required by the grant-funding entity.
- Ensure that all project materials and activities include appropriate recognition of Federal funding entities as specified in the funding agreement.
- Manage work of platform and content developer, evaluator and other major contractors providing service to the project. Ensure that all web content meets Federal guidelines and Children's Online Privacy Protection Rule (COPPA) requirements as applicable.
- Maintain updated research, ethics, and compliance training and certification.

## Job Qualifications

- Master's degree or equivalent experience, including with project management, in education or non-profits
- Detail-oriented self starter with ability to complete tasks with little or no supervision
- A strong commitment to community service, in particular through public education
- Demonstrated ability to manage teams of people, deadlines and deliverables

- Demonstrated ability to mobilize teams of remote participants towards a unified goal despite differences in backgrounds, geographical location and experiences
- Ability and willingness to travel throughout Virginia
- Proficiency with coordinating live and virtual meetings, and handling logistics for complex projects
- Proficiency in Google Applications and/or Microsoft Office
- Familiarity with instructional design and/or adult-professional learning, including planning and coordinating professional learning activities
- Strong working knowledge of K-12 educational systems and an ability to collaborate with classroom teachers and school division administrators
- Familiarity with the Virginia Computer Science SOLs, and broader K-12 CS Education initiatives
- Familiarity with Agile /SCRUM methodologies for project management

## Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

## Benefits and Salary

Salary: \$60,000 - \$65,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, 12 weeks of fully paid parental leave, as well as generous holiday, sick, and vacation pay.

## Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and

veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

## **How to Apply**

Submit your resume and cover letter to [HR@codevirginia.org](mailto:HR@codevirginia.org) no later than Friday, May 14, 2021. Please indicate "Project Lead" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.