

## **Corrales Institute for New Education Seeks Project Manager**

### **Corrales Institute for New Education**

A 501(c)(3) nonprofit educational organization

**www.neweducation.org**

P. O. Box 1148, Corrales, New Mexico 87048

**Please respond to: Contact Us, found under More and Connect on our website**

We are looking for someone eager to dedicate working full time on building a nationwide movement for an historical and radical transformation of the institution of public education.

Please visit our website for details about our project to develop a prototype Learning Park to demonstrate the viability of free public education without the need for schools or schooling.

Ideally this person will be a passionate and persuasive spokesperson, someone who is able to build relationships through conversation, earn trust, and inspire others to take the risk of working toward something that has never yet existed or been tried.

Given present circumstances, much of these conversations and relationship-building will take place on social media and Zoom, so this person should have the skills and sensibilities to flourish in the digital environment, as well as in person.

The ability to take initiative is a crucial quality, since this person will be our first project manager and so will be creating new processes and systems as the project develops.

### **Project Manager Scope of Work**

**Beginning on a mutually agreed upon date after January 1, 2021**

#### **Activities and Responsibilities**

##### Progressing the Project

- actively moving the Learning Park project forward through communication and relationship-building in person, through correspondence, and on social media
- supporting the board Site Search Committee's search for an appropriate location to create a proof of concept, demonstration Learning Park
- organizing, preparing and coordinating on-site and virtual, general meetings of CINE participants
- responding to inquiries about the Corrales Institute and its Learning Park project

##### Dissemination

- writing and producing a semiannual newsletter
- monitoring CINE's website, responding to subscriptions, inquiries and messages, preparing and collecting material for potential addition to the website such as learning-at-home activities, readings, links, etc.
- maintaining and developing CINE'S email list, and regularly communicating with the list participants
- developing, maintaining, publishing and consistently monitoring CINE's presence on social and other media

### Fundraising Support

- researching and maintaining a database of potential funders with in-depth examination of best prospects
- writing drafts of inquiries and funding proposals for review by the board Fundraising Committee; submitting final drafts to funders
- responding to funders and preparing drafts of follow-up and interim reports

### CINE Management

- maintain the functionality of CINE's G-suite
- support and attend board and committee meetings
- collect, organize and archive CINE's documents, committee work, legal and other papers, finalized G-Suite documents, useful publications, contacts, etc.
- monitor deadlines for grants, renewals, and reporting to grant and government entities
- other activities as requested by the Board President and Executive Committee, subject to acceptance by the Project Manager

### **Terms**

The Project Manager will be an independent contractor, working on a flexible schedule (projected as a full-time equivalent) determined by timely needs of the organization, with greater activity around scheduled meetings and external deadlines, and by fulfillment of the specified Scope of Work Activities and Responsibilities.

Compensation: \$40,000 per contract year

Reimbursement: CINE will reimburse the cost of contractor's health insurance up to \$7,000 per contract year, and the cost of travel to CINE's home office, if travel is necessary.

The Project Manager will have access to CINE's equipment and materials for the purposes of fulfilling the specified Scope of Work Activities and Responsibilities.

The Project Manager may choose to reside rent free at the Institute's guesthouse while under contract with CINE.