



The Space Science Institute (SSI) invites applications for a Project Manager for NASA@ *My Library Project* based in Boulder, CO.

NASA @ My Library Project is supported through a Cooperative Agreement between the Space Science Institute and NASA, with work on the project led and undertaken by SSI's educational branch, the National Center for Interactive Learning.

The Project Manager for the NASA @ *My Library Project* is a detail-oriented, creative problem solver, inspiring leader, and expert communicator with experience working in the non-profit/education sector. The successful candidate is responsible for ensuring timely completion of project deliverables by monitoring project progress against milestones, managing project reporting requirements, and coordinating team budgets. They will communicate with various internal and external project partners, including SSI's business office, and ensures that the project team partners are supported in their work resulting in increased financial efficiency. The Project Manager reports to the Principal Investigator for the NASA @ *My Library Project* and does not directly manage internal staff. The incumbent represents Space Science Institute and National Center for Interactive Learning to external entities and facilitates the project team to meet the needs of the project's stakeholders, while establishing and maintaining effective partnerships that support the mission of SSI and NCIL.

Job Duties and Responsibilities:

- Manage and update budgets and schedules for the project within the requirements established by project leadership.
- Work with the Principal Investigator and other senior project leads to adjust the distribution of work as necessary to assure success and timely completion of the project.
- Facilitate and interpret business reports for the project needs within SSI and NCIL.
- Assess and implement appropriate tools used in project management and recommend solutions to help project team become more efficient and effective.
- Report and mitigate any variances that may occur in scope of project including customer service, financial, changing deadlines, or programmatic variances.
- Work with Principal Investigator to articulate project vision, goals, and timeline to senior leads, team members and other stakeholders with a clear direction for their contributions.



- Coordinate and work with the Principal Investigator to prioritize work of team members, advisors, and contractors to ensure that the workflow is efficient and in line with the goals of the project.
- Promote a work culture of cooperation and respect in which all members of the project team are motivated and can have the opportunity to contribute to their fullest ability.
- Represents SSI and NCIL as needed. Some travel may be required (5%).
- Perform other related duties as assigned.

Skills and Competencies:

- Communication: Strong interpersonal communication skills (oral and written).
- Collaboration: Develops, maintains, and strengthens partnerships and able to facilitate internal and external teams to achieve project goals and deliverables.
- Customer Service: Ensures that their own interactions with internal and external customers consistently support SSI and NCIL.
- Analytical: Experienced working within a budget and able to manage external partner deliverables and budgets. Strong Microsoft Office Suite skills.
- Establishing Focus: Self-motivated with strong organizational skills and the ability to work autonomously while supporting SSI/NCIL.
- Fostering Teamwork: Desire to work cooperatively with a team and foster a creative environment.

Education: Candidate will bring 5+ years' in project management in education, science/technology or similar-related fields. Non-profit experience and BA or BS degree highly encouraged.

Experience: 5+ years in project management in the non-profit sector. Experience supporting effective and efficient project management of both human and financial resources. Proven ability to creatively address challenges and inspire team members to work together to achieve project goals. Advanced skills in sustaining and developing partnerships, mitigating programmatic and financial variances, and collaborating with others.



This is a full-time position with a competitive benefits package. Salary is \$65,000-75,000 commensurate with experience. Applicant must be able to travel nationally to support conferences and other education events. Travel anticipated to be 5% time or less. Applicant should be able to start as soon as possible.

Benefits: Medical, dental, and vision, with HSA and FSA options. Life, AD&D, short-term and long-term disability. SSI also applies a substantial monthly stipend towards your monthly premium costs associated with these benefits. Generous employer match with our retirement plan. SSI also understands the need for a healthy work-life balance and offers ten paid holidays, vacation, and sick leave accruals on an annual basis. We are also a pet and family friendly work environment.

To Apply: Send a letter of interest, resume, brief writing sample (respond to the writing prompt below) to SSIHR@SpaceScience.org. **Applications that do not include all the items listed will not be considered.** All resumes received will be held on file for consideration for 12 months from date of receipt. *Inquiries from direct applicants only - no recruiters or phone calls please.*

Writing Prompt: Compose a summary (500 words or less) describing a project you have managed that includes both financial elements and recommendations to become more efficient and effective in the scope of project goals and results. The post can be based on a real or imagined (but believable) experience in the non-profit sector. Please note if this sample is based on your own experience.

Please note: The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.

To learn more about Space Science Institute and our mission, please visit www.SpaceScience.org