



Position Summary

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 & Responsibilities

Project Management

1. Manage and update budgets and schedules for the project within the requirements established by project leadership.
2. 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.
3. Facilitate and interpret business reports for the project needs within SSI and NCIL.
4. Assess and implement appropriate tools used in project management and recommend solutions to help project team become more efficient and effective.
5. Report and mitigate any variances that may occur in scope of project including customer service, financial, changing deadlines, or programmatic variances.
6. 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.
7. 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.
8. 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.
9. Represents SSI and NCIL as needed. Some travel may be required (5%).
10. Performs other related duties as assigned.



Skills and Competencies

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

Minimum Qualifications

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.