

<p><b>Contract Opportunity</b></p>	<p><b>Project Manager</b></p>		
<p>Team</p>	<p>Operations</p>	<p>Team Lead</p>	<p>Chief Operating Officer</p>
<p>Summary of the Opportunity</p>	<p>SelfDesign Learning Foundation is a dynamic and innovative organization that empowers learners to thrive in an ever-changing world. We believe in a personalized learning approach that fosters creativity, critical thinking, and lifelong learning. We seek an experienced Project Manager to lead and manage business improvement projects to enhance our organizational processes and efficiency.</p> <p>As a Project Manager, you will lead and manage projects to define business requirements, select and implement business software, improve processes, optimize workflows, and implement improvements that align with our strategic goals. The ideal candidate is a results-oriented professional with a strong background in managing business improvement projects from start to finish, engaging stakeholders, and providing oral and written project updates and other relevant documentation.</p> <p>This is a 3 to 4-month contract opportunity from April 15 to July 31, 2024, with the potential to renew. The hours are flexible.</p>		
<p>Work Environment</p>	<p>Remote organization.</p> <p>Pacific Time zone business hours, Monday to Friday, 8:00 am and 6:00 pm.</p> <p>Flexible work hours with availability for online meetings between the business hours noted above.</p>		
<p>Timelines</p>	<p>Contract start date: April 15, 2024, or as soon as possible</p> <p>Contract end date: July 31, 2024</p>		
<p>Fees</p>	<p>Commensurate with experience.</p>		
<p>To Respond To This Opportunity</p>	<p>Interested candidates are invited to:</p> <ol style="list-style-type: none"> <li>1. Read the contract details below, which specify the services required.</li> <li>2. Prepare a cover letter and resume summarizing projects you have managed, including a brief description of your role for each project.</li> <li>3. Please email your cover letter and resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a> with the subject "Project Manager Application—SelfDesign Learning Foundation." Applications will be assessed as they are received.</li> </ol> <p>At SelfDesign Learning Foundation, we celebrate diversity and are committed to creating an inclusive environment for all who work with us. We encourage individuals from all backgrounds to apply.</p>		

Contract Details			
Oversight	You will work at the direction of the Team Lead.		
Services Required	<ol style="list-style-type: none"> <li>1. Project Planning and Execution                             <ul style="list-style-type: none"> <li>● Lead and manage business improvement projects from initiation to completion, ensuring adherence to timelines and budgets.</li> <li>● Collaborate with key stakeholders to develop project charters, which include defining the project scope, goals, deliverables, and timelines.</li> <li>● Provide regular oral and written project updates and reports to the project and leadership teams.</li> <li>● Monitor and analyze project metrics, adjusting strategies to ensure successful outcomes.</li> </ul> </li> <li>2. Cross-Functional Collaboration                             <ul style="list-style-type: none"> <li>● Foster strong collaboration among different departments to ensure alignment with project goals, objectives, responsibilities, and timelines.</li> <li>● Communicate effectively with stakeholders, addressing concerns and managing expectations.</li> </ul> </li> <li>3. Risk Management                             <ul style="list-style-type: none"> <li>● Identify potential project risks and challenges and implement mitigation strategies.</li> <li>● Proactively address issues to ensure projects progress smoothly.</li> </ul> </li> </ol>		
Competencies	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>● Achievement orientation</li> <li>● Attention to detail</li> <li>● Digital literacy</li> <li>● Fostering communication</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>● Project Management</li> <li>● Project Communication</li> <li>● Project Execution</li> <li>● Project Risk Management</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>● Achievement orientation</li> <li>● Attention to detail</li> <li>● Digital literacy</li> <li>● Fostering communication</li> </ul>	<ul style="list-style-type: none"> <li>● Project Management</li> <li>● Project Communication</li> <li>● Project Execution</li> <li>● Project Risk Management</li> </ul>
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Experience and Credentials	<p><i>Mandatory</i></p> <ul style="list-style-type: none"> <li>● Demonstrated experience (7+ years) managing business improvement projects.</li> <li>● Experience using project management software.</li> <li>● Excellent plain language writing skills, specifically related to project management documentation.</li> <li>● Strong analytical skills with a focus on process optimization and efficiency.</li> <li>● Excellent communication and interpersonal skills, with the ability to positively influence change and resolve differences.</li> </ul> <p><i>Highly Desirable</i></p> <ul style="list-style-type: none"> <li>● Project Management certification or credential.</li> <li>● Familiarity with project management methodologies, such as Lean or Six Sigma.</li> </ul>		
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> <li>● Undergo a Criminal Record Check at your own expense (\$28).</li> </ul>		

### About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs, including one of the largest independent provincial online learning schools in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

### Working With Us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, emphasizing choice and self-direction.

**We provide** access and support for our systems:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

**You provide** and use:

- Your own securely set-up computer
- Reliable, secure, high-speed internet
- Your own workspace, conducive to privacy, security, and confidentiality.

Learn more at [www.selfdesign.org](http://www.selfdesign.org).