New Roots Charter School
Project Manager
2025-26 School Year

Position Title: Project Manager

Job Overview: Under the direction of New Roots Charter School's administrative leadership, the Project Manager will plan, develop, and implement New Roots Charter School's facility expansion project, positioning the school to serve more students in the region through its high-quality, award-winning educational program. The Project Manager will be responsible for overseeing all aspects of the school's facility expansion, including project scope, timeline, budget, and research and identification of potential sites and funding sources for expansion, to ensure the project's successful completion.

Position Term: The initial position term is through June 30, 2026 with an anticipated renewal through June 2027 based on performance and school needs. This is a year-round, full-time position.

Hours: This is a full-time position. Anticipated hours are 8:30 AM-4:30 PM, Monday through Friday. Some flexibility in scheduling may be required for offsite meetings or site visits outside of regular work hours.

Salary: $55,000.00 to $65,000.00 commensurate with relevant experience.

Benefits: Paid time off, health insurance, free Farm to School lunch on days that school is in session.

Key Job Responsibilities:

Project Planning, Development, and Research:

- Participate in an onboarding and orientation process to become familiar with New Roots Charter School's mission and vision, educational program, current facilities, and proposed school expansion plan.
- Evaluate the school's facility needs for expansion.
- Develop a written plan outlining criteria for suitable facilities for expansion, for approval by the Board of Trustees.

- Develop a timeline for the school's facility expansion project.
- Conduct research on facility expansion options in the community.
- Adhere to approved project plan and timeline for facility expansion to ensure that the project remains on track for successful completion by defined end date.

Budget:

- Evaluate and identify financial resources available for school expansion, such as grants, loans, capital campaigns, and donations.
- Identify any other resources necessary for implementation and successful completion of the school's facility expansion plan.
- Develop a financial plan for the school's facility expansion, for approval by the Board of Trustees.
- Ensure that the project adheres to the approved budget throughout its implementation.

Project Implementation:

- Coordinate and conduct site visits to local facility options.
- Engage with stakeholders across all levels of the school community, from the Board of Trustees to administrative leadership, to individual staff members.
- Engage with stakeholders in the local community such as realtors, municipal offices, and facilities experts or consultants.
- Attend monthly Board of Trustees meetings to report on project updates and discuss progress and next steps.
- Attend the Board of Trustees' facility subcommittee meetings as needed.
- Collaborate with the school's leadership team to select a new project site.
- Evaluate construction or renovation needs at the new project site.

Other Responsibilities:

- Maintain thorough and accurate records and documentation related to the expansion project on an ongoing basis.
- Uphold the school's mission, values, and policies while representing the school in all interactions in the community.

Qualifications:

- Bachelor's degree is preferred but not required.
- Project management experience, preferably in a school or nonprofit setting, or other relevant experience.
- Prior work experience in real estate, facilities management and financing, or other related fields.
- Excellent verbal and written communication skills.
- Demonstrated ability to build relationships and collaborate effectively with diverse stakeholders, including families, educators, and community partners and organizations.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and priorities simultaneously.

- Proficiency with the Google Drive suite of programs and Gmail.
- Basic knowledge of and comfort using standard office equipment such as phones, copiers, and faxes.
- Willingness to work flexible hours when needed.
- Access to reliable transportation to travel to various sites in the region.
- Cultural competency and sensitivity to the needs of diverse student and family populations.
- Commitment to the school's mission of providing a high-quality education and supportive environment for all students and families.

How to Apply:
Please email careers@newrootsschool.org, along with a copy of your current resume/CV, to request the application link.

A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.