Job Description: Learning Community Manager
Location: Pittsburgh, PA.

Background
The Opportunity Education Foundation (OEF) is a global organization dedicated to learning innovation and focused on providing programs and materials for children and teenagers across the developing world. More information is at www.opportunityeducation.org.

Quest!, OEF’s most recent project, will provide powerful skills growth opportunities for teenagers in the US, Africa and India. Quest! will Launch in Pittsburgh in July 2015 with a three-week Design Workshop, and will include a Learning Community of 24 high school students, mentors, designers and researchers.

Position Objective and Scope
The Learning Community Manager (CM) is the person primarily responsible for ensuring the successful setup and operation of the Pittsburgh Learning Community.

The position is part-time, non-benefit eligible, requiring 5-10 hours per week on average between February 1 and May 31, 2015, and 40+ hours per week between June 1 and July 31, 2015.

The CM is responsible for the following activities:

- **Location Selection & Setup**: The CM leads the effort to secure and outfit an appropriate location/venue for the Workshop, manages the venue through the duration of the Workshop, and ensures the venue’s effective wind down upon program completion. The CM serves as the primary point of contact for all venue-related logistics and communication. The CM also ensures the presence of required services, including Internet and availability of furniture and fixtures needed for the Community's program operations.

- **Participant Selection and Support**: The CM leads the logistics of identifying and selecting Community participants. Specifically, the CM identifies schools and community-based organizations to nominate potential participants, provides the needed materials for nominations and applications, manages the interview and selection processes with applicants, and ensures good communication with accepted participants through program registration and commencement.

- **Event Coordination**: The CM is responsible for managing Teen Advisory Board events, which will take place approximately once per month beginning in March. This includes managing the location for events, scheduling, food, materials, transportation options, participant rewards, and event communication.

- **Community Operation**: During the Workshop, the CM is responsible for all logistical aspects of Community operations and participant well-being, ensuring transportation options, food, supplies, participant health and happiness, and parent communication. The CM functions as the liaison between participants, mentors, OEF staff and parents.

- **Support for Program Leaders and Mentors**: The CM supports the Quest! team in Pittsburgh, including mentors and researchers, as well as visitors and partner organizations, as needed.

Requirements
Bachelor’s degree or equivalent experience, as well as excellent organizational and communication skills. Teaching or school administration experience is valuable but not required, and prior experience in summer programs is also desirable. Candidates must be located in Pittsburgh and will be expected to work on-site throughout the duration of the program. Due to the intensive nature of the summer program, candidates must be able to work additional hours as needed during June and July, including evenings and weekends.

Since the program involves work with minors, candidates will be expected to complete appropriate background checks.

To apply, please send your resume to Manuel Mattke at mmattke@opportunityeducation.org.