



Special Projects Manager, Full Time

ORGANIZATION OVERVIEW

Chicago International Charter School (CICS) is a network of fourteen charter schools across Chicago which serves 8,616 kindergarten through 12th grade students. Our mission is to provide, through innovation and choice, an attractive and rigorous college-preparatory education that meets the needs of today's student. We work to put each of our students on a path to succeed in college, careers, and life.

POSITION SUMMARY

The Special Projects Manager will work closely with the organization's leadership on planning, strategy, communications, and administration in support of CICS's vision and mission. A crucial partner to the CEO, the Special Projects Manager will support the executive function of CICS and work on high-priority initiatives, including the execution of the organization's new strategic plan. The ideal candidate will be bright, motivated, flexible, and detail oriented with an interest in learning on the job and gaining experience in both overarching strategic work and the execution of crucial details to ensure the success of the network.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Special Projects Manager will support the network by:

- Creating, executing, and supporting strategic initiatives for the organization, which might include sourcing talent, operator incubation, development, strategic communications, marketing, campus and SMO coordination and support
- Drafting PowerPoint decks and other strategic communications for the CEO and leadership team
- Planning and handling logistics for key events and meetings
- Providing administrative support to CEO including scheduling, note-taking, planning, tracking expenses, and drafting communications
- Completing additional responsibilities and duties as needed

EXPERIENCE AND QUALIFICATIONS FOR ROLE

- Bachelor's degree
- 2 years of work experience in a school or office environment
- Strong organizational skills
- Excellent writing and editing skills
- Extremely detail-oriented
- Demonstrates drive and commitment that inspires others to achieve results
- Experience with Microsoft Office applications

PERSONAL CHARACTERISTICS

- A strong commitment to improving student learning and achievement
- Anticipates and creatively addresses obstacles to achieve goals
- Team player who is comfortable working in a small office environment
- Personable, reliable self-starter with an interest in working in a start-up type environment
- Ability to "manage up" and communicate effectively at all levels of the organization to get things done
- Ability to establish and maintain cooperative and effective working relationships with external and internal partners
- Ability to work independently and produce results in a timely manner
- Demonstrates drive and commitment that inspires others to achieve results

COMPENSATION AND LOCATION

CICS offers a competitive salary, commensurate with experience, and a comprehensive benefits package. The position will work out of the CICS offices in downtown Chicago.

TO APPLY

Please email careers@chicagointl.org with a resume and cover letter.

Committed to Greatness