

Volunteer Project Manager Job Description

REPORTS TO:	Chief Executive Officer
LOCATION:	Spokane, WA
TYPE:	Volunteer, Part-time
REVIEWED:	September 2023

ABOUT BELIEVE IN ME

Believe in Me is a non-profit organization committed to empowering first-generation college attendees on their journey towards higher education and career success. We believe that education is a powerful tool for breaking down barriers and creating opportunities for underserved communities. Our mission is to provide guidance, mentorship, and resources to students who aspire to pursue post-secondary education.

JOB DESCRIPTION

Believe in Me is seeking a dedicated and highly organized Volunteer Project Manager to lead and coordinate the development of the My College Compass app. This volunteer role will play a crucial part in ensuring the successful delivery of this innovative educational tool aimed at supporting first-generation college students. The Project Manager will work closely with a team of volunteers and stakeholders to manage the project from initiation to completion.

GENERAL RESPONSIBILITIES

Project Planning and Initiation

- Define project goals, objectives, and scope in collaboration with stakeholders.
- Develop a detailed project plan, including timelines, tasks, and resource allocation.
- Identify and engage key stakeholders, including volunteers, educators, counselors, and students.

Team Management

- Recruit and onboard volunteers for various roles within the project team.
- Assign tasks, responsibilities, and deadlines to team members.
- Foster a collaborative and motivated team environment.

Technical Oversight

- Work closely with technical volunteers, such as developers and designers, to understand project requirements.
- Ensure that the app's technical architecture aligns with project goals.
- Facilitate discussions on technical decisions and provide input on technical solutions.

Project Execution

- Lead the project team in executing the development plan.
- Monitor project progress, track milestones, and ensure tasks are completed on schedule.
- Address any technical issues or obstacles that may arise during development.

Communication and Reporting

- Maintain open and transparent communication with team members and stakeholders.
- Provide regular project status updates, including progress reports and key technical metrics.
- Facilitate technical meetings and discussions to gather input and feedback.

Quality Assurance

- Ensure that the app meets the required technical quality standards and user expectations.
- Oversee technical testing and quality control processes, addressing any bugs or issues promptly.

Risk Management

- Identify potential technical project risks and develop mitigation strategies.
- Proactively address technical challenges to keep the project on track.

Documentation

- Maintain comprehensive technical project documentation, including technical specifications, system architecture diagrams, and technical decisions.

- Ensure all technical project information is well-organized and accessible to team members.

TECHNICAL REQUIREMENTS

- Bachelor's degree in a relevant field, such as computer science, engineering, or information technology.
- Previous experience in project management or coordination, particularly in technical or software development projects.
- Familiarity with software development methodologies, such as Agile or Scrum.
- Understanding of technical concepts and ability to communicate effectively with technical team members.
- Proficiency in project management tools and software, such as Jira, Trello, or Asana.
- Knowledge of version control systems, such as Git.
- Ability to review technical documentation and provide feedback.

WORK EXPERIENCE AND EDUCATION REQUIREMENTS:

- Minimum of 3 years of work experience in project management or related roles, with a focus on technical projects.
- Bachelor's degree in a relevant field is required; a master's degree is a plus.

QUALIFICATIONS

- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Passion for education and a commitment to empowering first-generation college students.
- Technical background or familiarity with software development is a plus.

TIME COMMITMENT

This is a volunteer position with a flexible time commitment. The Project Manager should be available for regular team meetings and be able to allocate sufficient time to oversee technical project activities. A minimum of 10 hours per month is required.

BENEFITS

- Opportunity to make a meaningful impact on the education of first-generation college students.
- Gain valuable project management experience in a technical and nonprofit setting.
- Collaborate with a dedicated team of volunteers and professionals.
- Believe in Me is committed to diversity and inclusion and welcomes applicants from all backgrounds.

If you meet the qualifications and are passionate about education, project management, and have a technical background or familiarity with software development, we encourage you to apply for this Volunteer Project Manager position.

PURPOSE: Believe in Me is organized for the principle purpose of stimulating, receiving, administering, and managing assets and funds for grant-making to programs serving youth in need of shelter, foster care, adoption, education, and emotional enrichment support and direction.

VISION: Our vision is to help every kid develop the self-confidence they need to succeed.

MISSION: Leveraging the generosity of our donors, we fund children's charities that provide marginalized kids with a safe place to call home, a family that loves them, a feeling of community, and opportunities to learn, build self-esteem, and have fun.

VALUES: Believe in Me effectively raises funds and manages assets in a manner that is guided by the values of caring, trustworthiness, innovation, equity, diversity, and inclusion.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are



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considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.