

**Project Manager**  
**Sierra Joint Consortium**  
[www.sierraassets.org](http://www.sierraassets.org)

Date Posted: February 13, 2017  
Initial Application Deadline: March 8, 2017 or open until filled  
Employment Type: Independent Contractor  
Length of Work Year: May 2017-June 2018 (flexible); yearly contract  
Contract amount: \$80,000  
Number Openings: 1  
Contact: sierra.assets.info@gmail.com  
Site: Placer and Nevada counties

**Requirements for Applying**

- Minimum of a bachelor's degree, master's degree preferred.
- Three or more years of experience in the education sector as an administrator in K-14 or equivalent.
- Experience with developing and monitoring budgets in excess of \$1 million.
- Preference given to candidates who possess significant experience and knowledge of Adult Education and/or Community College systems, and two years of project management experience.
- Working knowledge of office and project management software including, but not limited to, Google Docs and Microsoft Office Suite.
- Interested applicants must submit the following to Contact email address above in a single PDF:
  - Resume
  - List of professional references including contact information
  - Three current letters of recommendation
  - Letter of Interest including relevance of experience and specific examples related to scope of work duties

**Scope of Work Summary:**

The Project Manager, in consultation with the Sierra Joint Consortium Steering Committee, will lead the Sierra Joint Consortium through planning, implementing, organizing and monitoring, controlling and evaluating all aspects of the project in accordance with current Sierra Joint Consortium Work Plan with respect to AB 104, the Adult Education Block Grant (AEBG) implementation on file with the AEBG office, and Consortium policies and Bylaws.

See [www.sierraassets.org](http://www.sierraassets.org) for full Project Manager Scope of Work.