

Grant project manager

- developing a project plan for using the grant funds, including:
 - purchasing Snap Circuits kits
 - coordinating with the chapters to deploy the kits, train the teachers, collect project data
 - coordinating with the chapters and the HTHH communications team to highlight the project on social media and the website
- setting and tracking goals and timelines,
- monitoring progress to ensure that goals are being met,
- managing relationships with the granting foundation, the chapter presidents and the HTHH board,
- ensuring compliance with the grant terms, and
- preparing and submitting periodic and final reports
- previous project management experience is preferred