

National Student Board Member Association Program Manager (New England)

Title: Program Manager (New England)

Organization: National Student Board Member Association (NSBMA)

Location: Remote (based in the New England region, US)

Hours: Part-time, 15-20 hours/week

Duration: 12 months, with possibility of extension based on funding availability

Salary Range: \$26.90 - \$30.70/hour (contractor position)

About Us

The [National Student Board Member Association](#) (NSBMA) is a student-led, intergenerational organization dedicated to empowering student leaders who serve on boards of education across the United States. NSBMA is committed to fostering student voice and leadership in education policy and decision-making, ensuring that the perspectives of young people are heard and valued in shaping the future of our nation's schools.

NSBMA is incubated by the National Center on Education and the Economy (NCEE), a leading nonprofit dedicated to helping educators and policymakers build equitable, high-performing and sustainable education systems through global, future-facing insights.

Program Overview

NSBMA is undertaking a 12-month grant-funded program in the New England region, focusing on mapping student representation on school boards, understanding the support needs of student board members, and promoting equity in student representation. The project aims to gather critical data, engage with key stakeholders, and lay the groundwork for expanding student participation in educational governance across New England, with a focus on the following four states: Maine, Massachusetts, New Hampshire, and Rhode Island.

Position Overview

NSBMA is seeking a motivated and experienced Program Manager to join our growing team to lead and coordinate our work in New England. This is a part-time contractor position, requiring 20 hours per week, with a focus on managing program activities, ensuring timely delivery of outputs, and facilitating communication between NSBMA, project partners, and stakeholders.

Key Responsibilities

1. **Project Coordination:** Oversee the day-to-day management of the project, ensuring that all activities are completed on time and within budget.

2. **Stakeholder Engagement:** Conduct outreach and maintain ongoing communication with student board members, school districts, educational leaders, youth-led groups, and other relevant stakeholders across the four focus states (MA, ME, NH, RI), including through on-site visits.
3. **Data Collection & Analysis:** Lead the mapping of student representation on school boards, including data collection, analysis, and reporting. This includes gathering demographic data to better understand how to promote equity in student representation.
4. **Needs Assessment:** Lead efforts to understand the support needs of student board members to effectively navigate the school board environment by organizing focus groups, surveys, and bilateral discussions.
5. **Partnership Development:** Build and sustain collaborative relationships with key stakeholders, including educational organizations, school board associations, and youth-led groups, to advance NSBMA's mission.
6. **Reporting:** Prepare regular progress reports for NSBMA leadership and the program funder, summarizing key findings, challenges, and recommendations.

Qualifications

- **Location:** Must be based in the New England region with a strong understanding of the educational landscape.
- **Experience:** Minimum of three years of program management experience, preferably in education, nonprofit, or advocacy settings.
- **Skills:** Strong organizational, communication, and interpersonal skills; ability to work independently as well as part of a team in a remote setting, and manage multiple tasks simultaneously.
- **Knowledge:** Familiarity with student voice or student representation in education, school board governance, and/or youth advocacy is highly desirable.
- **Education:** Bachelor's degree in education, public administration, social sciences, or a related field is preferred. Relevant work experience may also be considered.

We understand that not everyone will meet every qualification listed. If you are passionate about this role and believe your skills and experience align with the responsibilities, we encourage you to apply.

How to Apply

Interested applicants should submit a resume and cover letter to jobs@nsbma.net with "Program Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The National Student Board Member Association is an equal opportunity employer and values diversity. We encourage individuals from all backgrounds to apply and do not discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, genetic predisposition, disability, family status or any other status or characteristic protected by law.