

# COME WORK WITH US!

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## Program Manager Consultant - Job Description

**Position:** Program Manager Consultant

**Preferred Start:** Immediate, Position Open Until Filled

**Location:** Remote (some travel possible) - DC area preferred

[The Ability Challenge](#) (ABC) seeks a skilled and strategic Program Manager Consultant to develop school and district facing content and resources, support with partner management, and contribute to strategic conversations about next steps for our organization. Under the direction of the Managing Director of Program, the Program Manager Consultant will be responsible for supporting the implementation of ABC's continuous special education school improvement model in partner districts and schools. This position is an excellent opportunity to join a dedicated and collaborative team in a growing nonprofit committed to transforming how students with disabilities are served in schools and districts.

We're seeking a consultant (or several) who can work either (1) on an hourly basis for between 10-20 hours a week for approximately six months or (2) on a project basis who can dedicate the hours necessary to complete the desired scope in the timeline needed. The pay rate for this role is \$50-65/hour. All pre-approved travel and work-related expenses will be reimbursed.

**Responsibilities:** The Program Manager will:

- Support school and district partners to build their knowledge of ABC's Special Education Framework for Quality and suite of continuous improvement services
- Develop high-quality professional learning experiences for partner educators and stakeholders
- Produce and present clear and concise written communications and practice tools for classroom, school, and district implementation
- Draft project status reports, data dashboards, meeting minutes, action item logs, etc.
- Maintain ABC's internal data collection tools and other key operational processes

**Skills and Strengths:** A successful Program Manager will demonstrate some or all of the following qualities:

- Deep knowledge of special education, learner variability, specially designed instruction, and universal design for learning
- Experienced in training facilitation with an eye toward differentiation and creating learning opportunities that are engaging for adult participants with a diverse set of needs
- An understanding of and passion for equitable and sustainable school improvement
- Top rate written and verbal communications skills, including the ability to edit with accuracy, clarity, and brevity
- Ultra organized, detail oriented, and able to manage complex projects
- Action-oriented (a "doer"), including experience with action-planning and implementation

**To Apply:** Please submit a resume and cover letter, short video, or other format responding to the following questions to [info@theabilitychallenge.org](mailto:info@theabilitychallenge.org). Your responses to each question should not exceed 200 words (2 minutes if submitting video, or the equivalent):

- What is your philosophy on supporting students with diverse learning needs?
- How do you approach creating and facilitating meaningful adult learning experiences?

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- Why are you interested in the Program Manager Consultant role with ABC?