POSITION TITLE: Chief Programs Officer
POSITION LEVEL: Regular, Full-time, Exempt
LOCATION: PREL Honolulu Office
REPORTS TO (POSITION): Chief Executive Officer (CEO)

POSITION DESCRIPTION

The Chief Program Officer is an exceptional, results-oriented leader, with an established professional network and a proven track record managing contracts and grants, supervising senior leaders and staff, planning, working collaboratively, forging productive partnerships, and managing large scale, complex initiatives. The position directly supervises all program directors of PREL. S/he assures that all programmatic efforts are conducted efficiently, are of high quality, and are conducted within budget.

The CPO is also a member of the senior management team and as such is responsible at the highest levels for organizational strategic, programmatic and policy matters and day-to-day management of the organization. S/he is expected to provide oversight and leadership to PREL through active participation in business development activities to support PREL’s strategic goals and secure adequate funding for the organization.

This position reports to the CEO and supervises multiple staff at various levels.

JOB DUTIES

Essential Duties/Functions:

• Serves as the programmatic, financial and administrative director of all revenue program activities -- accountable for all deliverables produced. Reviews all project products and reports to ensure that they meet funder requirements and PREL’s standards of excellence.
• Provides intellectual leadership to PREL CEO and project managers in the area of formal and informal learning, and national, regional, and local initiatives to enhance student learning. Has broad content knowledge of U.S. education policy, U.S. Department of Education and Department of Interior priorities and PREL’s strategic priority areas.
• Represents PREL to a variety of clients and for cultivating key partnerships for PREL, including various advisory boards, the Board of Directors, high-level government officials and others.
• Takes a lead role in risk identification and management. Provides ongoing oversight of corporate commitments, expenditures and resources related to PREL products and programs.
• Motivates and leads a high-performance management team; attract, recruit and retain high quality staff in critical organizational competencies.
• Oversees management of Service Centers and ensure effective implementation of PREL’s Service Center strategy in the Region.
• Leads and contributes to the development of new opportunities for the work of PREL.
• Closely monitors and tracks program funding and expenditures to meet PREL goals and objectives.
• Produces accurate and thorough business plans, work plans, proposals and other documents as needed for planning and reporting.

Other Duties/Functions:
• All other duties as assigned

JOB CONDITIONS

Working Conditions:
PREL’s contract environment requires the ability to effectively plan and meet short timelines and changing conditions. Strong staff collaboration in work assignments is a standard at PREL. Overnight travel is required.

Days/Hours of Work:
Office open hours are from 8:30am to 5:00pm Monday thru Friday. Full time staff will spend no less than 40 office hours as dictated by the needs of the program and work location. Specific work schedules to be negotiated with Supervisor per program needs. This is an exempt position and requires availability beyond office hours, including weekends and evenings as necessary.

Physical Demands:
Requires occasional lifting and moving of items up to 50 pounds for short distances. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Communication Demands:
Excellent communication skills are required for this position. Requires routine and ongoing communication both orally and in writing. Large group presentations will be required.

QUALIFICATIONS

Skills/Knowledge:
• A clear understanding of and senior level experience in at least two of the critical areas of PREL’s strategic plan, preferably education research, technical assistance, assessment and evaluation.
• Demonstrated high ethical standards.
• Demonstrated experience working in complex (preferably federal government) projects at a senior level and proven ability to lead diverse teams successfully. Experience working effectively with all levels of staff, partners, Board and government.
• A decisive individual who possesses a “big picture” perspective and is well versed in systems.

Education/Training:
• Minimum seven year’s experience working with operations in a large organization within education or with a focus relevant to PREL’s mission. Excellent administrative and staff supervision skills required.
• Master’s degree in education or other relevant field, Ph.D. preferred. Project management certification highly desired.
• Minimum three years’ experience working in multicultural settings with diverse staffs and cultures.
• Experience conducting research, professional development, and technical assistance, in stated area of expertise.
• Experience writing and publishing articles, including articles in peer reviewed journals.
• Extensive experience working in diverse schools and cultural contexts, preferably within the Pacific.
• Demonstrated experience leading and working as a member of a collaborative multidisciplinary team, fostering team spirit and professionalism within a learning community, in both the planning and implementation of activities.
• Successful experience working as a team member with staff, partners, and constituents.

Other qualifiers:
• Excellent oral and written communication skills are a must, including the ability to communicate effectively with both technical and non-technical audiences, and to clearly document systems, decisions, and recommendations. Must have demonstrated interpersonal skills in a multicultural setting.
• Demonstrated experience using computer-based software for word processing, presentation preparation, and electronic communication, including Microsoft Word, Excel, PowerPoint, and Outlook.
• A high degree of flexibility and openness to a changing environment.
• Ability to exercise sound judgment and accomplish complex tasks with minimal supervision.
• Excellent oral and written communication skills in English.
• Ability to travel by air and spend extended periods of time in the field.

TERMS OF EMPLOYMENT

Employment is “at will” and can be terminated at any time, either by the employee or PREL, with or without cause or reason and with or without notice.

The location for this position is PREL’s Honolulu, HI office. Employee must be on the island of Oahu or willing to relocate to Oahu at time of hire.

Note: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.
APPLICATIONS

Please submit a cover letter, resume, and completed PREL Employment Application to:

Email: hrcoordinator@prel.org

Fax: (808) 441-1385

Address: Pacific Resources for Education and Learning
Attn: Ms. Bernie Frank
119 Merchant St #402
Honolulu, HI 96813

Download the PREL Employment Application

PREL will begin reviewing applications on June 25, 2021.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

PREL is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veterans’ status or other status protected by applicable law.