Position: Project Manager – Learning Development

Location: New York, NY (hybrid, in-person and remote)

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI's vision is of decent work everywhere—sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at https://sa-intl.org.

Job Description

As a member of SAI's Strategic Engagement and Content team, the Project Manager will help guide the development of new learning products (e.g., online and classroom training courses, online learning modules, handbooks, and other learning resources) from conception through to delivery. The Manager will direct and coordinate activities of individual project teams to ensure that product development progresses on schedule, within budget, and results in a high-quality product.

SAI expects to develop and launch a variety of new or updated learning products for our diverse international audiences, including stakeholders such as social auditors, private sector CSR professionals, NGO and government staff, social consultants, and others. The envisioned learning products address a variety of topics, with a focus on practical implementation of better labor practices at every level of global supply chains. Key topics include social auditing skills, living wages and wage improvement, social accountability consulting, managing supply chains, ethical recruitment, and more. To help SAI achieve this, the Manager will manage a portfolio of projects that may include updating current training offerings or developing new materials, including classroom training, asynchronous learning modules accessed through SAI's LMS, or live online training sessions.

Reporting to the Senior Manager of Strategic Engagement and Content and working with various project teams, the Project Manager will:

- Define scope of work, develop workplan and budget, define all deliverables, and ensure project goals and staff assignments are realistic and achievable
- Establish and manage overall project plan, identifying and tracking key milestones, managing internal and external resources, and ensuring high-quality deliverables
- Outline workplan in conjunction with product owner, vendors, and other project team members to cover the entire lifecycle of the project
- Coordinate with product owner to ensure content development and subject matter experts are identified and resourced efficiently
- Provide leadership to clear barriers to team progress, maintain adherence to the workplan and budget, and resolve conflicts within the team and outside the team

- Apply instructional design methodology and knowledge of adult learning principles throughout development cycle
- Support content creation and design as needed to move projects forward
- Maintain productive relationships with all project stakeholders and project team members
- Manage the involvement of external design vendors in the development of learning materials
- Identify and track learning metrics to ensure ongoing effectiveness and quality of learning products, communicating with product owner if updates are needed
- Manage LMS and course authoring tools to ensure a positive user experience for SAI audiences across products

Qualifications

Not all great candidates will meet the full list of criteria below. If you believe you would be a strong candidate, we encourage you to apply.

- Minimum of 2 years' full-time experience (or equivalent) as a project manager for product development, curriculum development, or similar learning development projects. Knowledge of project management methodology, tools and techniques.
- Strong interest in SAI's mission and related technical content. Previous experience in a related field preferred.
- Excellent written and interpersonal communication skills in English (additional language a plus).
- Experience working with an LMS (e.g., Absorb) and/or course authoring tools (e.g., Articulate), preferred.
- Work authorization in the US (we are unable to sponsor work visas at this time).

Compensation

Salary range: $75,000-$85,000, commensurate with candidate experience and appropriate for a charitable organization of SAI's size. Excellent benefits package.

Application

To apply, please send 1) a resume and 2) a cover letter explaining your qualifications and interest in the position to recruits@sa-intl.org. MUST include "SAI Project Manager - Learning Development 2024" in the subject line of email submission to be considered.

SAI is an equal opportunity employer. Diversity makes us stronger and we are committed to creating an inclusive environment for all employees.