



Position: Education Manager (PM)

Are you passionate about education and technology? Do you thrive in an entrepreneurial environment? Do you love to be part of some revolutionary education products? Then we are looking for you.

About Us:

Knovva Academy is at the forefront of changing the way teens interact with education and the world around them. We are dedicated to build a global blended learning ecosystem by creating the most exciting global education programs and online courses. We're working to build tomorrow's world leaders and we need some of the best on our team to grow with us and help us continue to expand our reach, perfect our programs and create lasting relationships with the educational community.

If this sounds like an amazing place to work already, there's much more. We are a entrepreneurial startup that nurtures our talented employees with great benefits and opportunities to grow both personally and professionally. Knovva academy is a passionate work environment with an international atmosphere and a welcoming staff. On top of our competitive salary and benefits, we also offer global snacks, Summer Fridays, group outings and many more perks to come. Knovva's core belief in the importance of diversity and open mindedness is reflected in both the programs and in its work space. Knovva is located in Boston's innovative Seaport District.

If you're ready to use your skills to help shake up the education world, Knovva Academy is the place for you.

Position Overview:

The Education Manager will coordinate interdepartmental teams in a startup environment to create online or in-person learning opportunities for international students.

Responsibilities:

As the Education Manager, you will work with the Academics, Design, and Technology teams to fill communication gaps and coordinate the interdependent decisions and processes of each team. You'll consider a wide range of issues to achieve key learning outcomes, including curriculum design, technological integration, contractors, QA testing, and production of student/client-facing materials.



- Support a cross-departmental team to move from conceptualization to production to implementation on several products.
- Discern and coordinate complex operational needs to support key learning goals.
- Help to develop and adjust production plans and schedules in relation to emerging needs.
- Plan and support the simultaneous streams of activity and communication needed to sustain the event in real time.

Qualifications:

- Comfort with adapting a strategy to evolving needs and circumstances.
- Experience managing projects and/or programs with accountability to multiple stakeholders.
- Experience coordinating or managing diverse teams.
- Experience with technology, media and/or education.
- 3-5 years of professional experience in management.
- Bachelor's degree required, Master's degree preferred.

The **Education Manager** is a full-time position based in Knovva Academy's office in the Seaport neighborhood of Boston. Salary is competitive and commensurate with experience. Extensive travel is not expected. Must be authorized to work in the United States; sponsorship is not being offered at this time.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply: please submit your résumé along with a cover letter to careers@knovva.com. Applications without cover letters will not be considered. No phone calls, please.

