

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Program Director (Restart Program)

**LOCATION:** Territorial

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

**Deadline for applying:** Until Filled

**Salary:** \$70,000

**Union:** Exempt

**\*Please note that this position is federally funded and subject to the availability of funds\***

**DESCRIPTION**

The Program Director will oversee the coordination and administration of all aspects of a territory-wide Project RESTART grant including planning, organizing, leading, and controlling program activities. The Program Director will report to the Commissioner of Education. This is a 2-year Federally-funded position.

**DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)**

- Provides leadership and management of a two-year Federally-funded grant;
- Develops and manage all aspects of project and program engagement for planning, communications, resources, budget, change, risks and issues;
- Ensures program operations and activities adhere to legal guidelines and internal policies;
- Keeps the Commissioner informed with detailed and accurate reports or presentations;
- Complete procurement processes, and other duties related to the management of a Federal grant;
- Attends technical assistance meetings with USDOE and affiliated partners;
- Supervises the Program Manager and Program Assistant involved to provide feedback and resolve complex problems;
- Collaborates with territory, district and non-public schools staff to effectively administer the Project RESTART program while ensuring that all activities are reasonable and necessary.
- Participates in staff and committee meetings as required;
- Assists in grant writing as need;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Has basic understanding of Federal grants processes and requirements;
- Is able to work both independently and in a team-oriented, collaborative environment;
- Uses effective organizational skills to coordinate programs and supervise staff;
- Is able to present information to various audiences using clear and effective communication tools;
- Is able to organize complex tasks and establish and maintain schedules;
- Is committed to ongoing personal and professional development;
- Possesses the personal characteristics to be a positive force in the decision-making process with skills in problem solving and consensus building;

## **EDUCATION AND EXPERIENCE**

- Master's Degree from an accredited college or university in Business Administration, Management, Public Administration, or Program Administration, **AND**;
- Five (5) years' experience working with federally-assisted programs (one of which should be in a supervisory or lead worker capacity) or grant management.

**No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

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*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

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