



Job Title	Operations Manager
PVN ID	JJ-2009-003718
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Sciences
Status	Part Time
Hourly Rate	\$32.00-\$36.00
Hour(s) a Week	16.00-18.00
Closing Date	Nov 19, 2020 (Or Until Filled)

General Description

Visionlearning (www.visionlearning.com), an online science education platform that provides free learning modules and assessment tools to teach the process of scientific discovery, is searching for a part-time Operations Manager. Under general direction, this role is responsible for management of the Visionlearning project and hands-on performance of day-to-day tasks related to the site and associated digital projects. With funding from the National Science Foundation, the project will be undergoing an expansion during which significant new features and content will be added to the site. The Operations Manager will become familiar with the goals of the project and this new grant and will oversee the integration of new features and content into the website. This role reports to the Project Director and oversees part-time employees and contractors working on a variety of concurrent activities.

Other Duties

Duties and Responsibilities:

- Organize and manage all website-related tasks.
- Serve as the primary point of contact for authors, editors, and digital artists who are developing content for the site.
- Ensure all team members are on schedule with delegated tasks.
- Ensure content meets quality expectations and project guidelines.
- Manage the peer review process for all new content.
- Upload material to the website as it is developed by employees and contractors.
- Collect, analyze, and translate data about the website and mobile applications' traffic and usage to optimize performance.
- Implement and manage creative growth strategies, including methods to monetize resources and generate revenue.
- Additional duties as assigned.

Qualifications

Core skills/experience:

- Bachelor's degree or equivalent work experience and 3+ years experience as a project manager.
- Experience working with a web-based content management systems (CMSs).
- Experience working with web analytics, SEO, social media platforms, programming, and/or UI/UX.
- Knowledge of and interest in STEM education and/or publishing.
- Attention to detail, excellent organizational skills.
- Superior communication and writing skills.
- Ability to effectively communicate with staff, contractors, and management personnel, including those working remotely.
- Experience with digital marketing and online income-generation tools, such as Google Ads and Amazon Affiliates.