

THE PAST FOUNDATION

access through innovation

Job Title: Project Administrator

Location: Columbus, OH

Terms: Independent Contractor; 1/2 Time to start potential to transition to a Full Time position over time.

Salary/Rate: \$24.00/hour - \$31.00/hour depending on experience

About the PAST Foundation: Founded in 2000, PAST Foundation is a 501(c)(3) charitable, nonprofit organization. Celebrating over 20 years of innovative educational practices, PAST is a leader in designing STEM education across the nation, bringing problem-based learning to educators and experiential programs to students.

Project Administrator Role: Works in a team environment, responsible for many of the project management duties. The PAST Foundation is a matrix management organization and, as such, a project administrator reports to project managers on assigned projects, as well as a senior management. The duties that fall under the purview of a project administrator are diverse, ranging from mundane to critical tasks that are fundamental to a project's success.

Responsibilities:

- Managing daily administrative functions of a project or program
- Coordinating with other professionals and consultants to define outcomes and timelines per the proposal/contract requirements
- Collecting and analyzing project data and reporting on outcomes
- Advising senior management on matters requiring escalation
- Implementing directions of senior management
- Coordinating and administering meetings, including issuing of minutes
- Ensuring projects meet quality standards
- Managing project documentation and contracts, raising issues, and implementing changes to contracts
- Providing daily support to project team
- Overseeing work performed by contractors and reporting on variations
- Assisting Project Managers with budgeting and regular reporting.

Candidate Requirements:

- Associates degree
- Literacy in word processing, spreadsheets, databases, and presentations; willingness to learn new software packages
- Experience with the basics of project management, such as [planning](#), time management, task management, etc.
- Excellent time management and organizational skills
- Attention to detail to monitor and control project variables
- Good communication skills to coordinate with team members
- Ability to build trusting relationships with coworkers.

How to Apply: Please submit a current resume and a minimum of three references to Pam Andrews at pandrews@pastfoundation.org.