

Project Lead

CECorps Project Team Position Description

All Community Engineering Corps (CECorps) projects follow a rigorous process to provide a professional standard of care and appropriate response to community needs. While all project team deliverables are submitted to CECorps for a comprehensive review, the quality of the work product is ultimately the responsibility of the project team.

Description and Responsibilities

All volunteer project teams must have a Project Lead to ensure that the team stays on track and provides high-quality deliverables to the partner community. The Project Lead plays a crucial role in keeping the team's efforts coordinated. If the Project Lead is a student, they must demonstrate in the team application that a mentor is in place. The mentor can be the Responsible Engineer in Charge (REIC), faculty mentor, project team member, and/or a member of the Independent Review Panel.

The Project Lead has overall responsibility for the management of the project including:

- Completing the project team application in Volunteer Village
- Acting as the primary contact for the community, project team, and CECorps staff and scheduling regular communications
- Managing the timeline and resources for the project
- Managing the relationship with the Independent Review Panel (IRP)
- Coordinating submittal of project deliverables to CECorps review committees via Volunteer Village prior to presenting to the partner community
- Developing contingency and succession plans

Qualifications and Requirements

- The Project Lead is an individual with strong leadership, organizational, and management skills. If the Project Lead is a student, they must demonstrate access to mentors or other team members with demonstrated project management experience.
- The Project Lead (and all team members) must hold an active membership with the American Society of Civil Engineers (ASCE), American Water Works Association (AWWA), or Engineers Without Borders USA (EWB-USA). The REIC

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Time Commitment

The time commitment of a Project Lead varies significantly depending on the type and complexity of the project. The Project Lead should budget 10 – 20 hours per month for project activities and coordination. The Project Lead commits to working on the project team for the duration of a project unless a succession plan is in place. Each CECorps project is unique and can range in length from 12 months to 3+ years.

Financial Commitment

The Project Lead must be a professional or student member of one of the three alliance organizations: American Society of Civil Engineers (ASCE), American Water Works Association (AWWA), or Engineers Without Borders USA (EWB-USA). There may be additional costs associated with site visits to the community or project management (office supplies, etc.).

Resources and Training

The Project Lead is expected to be familiar with CECorps policies and processes available on the [CECorps website \(www.communityengineeringcorps.org\)](http://www.communityengineeringcorps.org). The Project Lead is expected to attend the project team orientation call at the beginning of the project. Additional training may be required depending on the project.

How to Apply

The individual chosen to take on the Project Lead role is agreed upon by the team applying for a project. The Project Lead completes the project team application for the appropriate project in [Volunteer Village](#) and list themselves in the Project Lead role.