



Program Manager

Full Time, At-Will Employment

Preferred Start Date: July 8, 2019

Summary:

The Mississippi Votes Program Manager reports directly to and will work closely with the Executive Director managing the day to day operations of Mississippi Votes. The Program Manager provides executive support in a one-on-one working relationship. The Program Manager serves as the primary point of contact for programming; especially research and policy. The Program Manager must be creative and enjoy working within an intimate environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Program Manager will have the ability to work independently on projects, from conception to completion, and must be a self-starter, flexible and able to work under pressure at times handle a wide variety of activities and confidential matters with discretion.

Primary Functions & Responsibilities:

- Leads Policy and Research Program
- Manages all Program Coordinators
- Performs a wide variety of administrative duties as required by daily operations of the MS Votes office
- Co-Leads special projects as assigned by the Executive Director
- Coordinates and co-manages the Executive Director's agenda

Skills and Experience:

- Must have high level writing skills
- Must have high level communication skills

- Must have ethical behavior to be consistent with the standards and the values of the organization
- Must be able to interact and communicate with individuals at all levels of the organization
- Must have strong working skills and be an advanced user of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MS Word, Excel, and PowerPoint).
- Experienced user of Google Docs, LinkedIn, Constant Contact, Facebook, Twitter, Instagram, YouTube, and other business software, such as Excel, Outlook, etc.
- Ability to be flexible to manage multiple competing tasks and demands while prioritizing the work.
- Highly detail oriented, exceptional at prioritizing tasks and working well under pressure

Education:

- Bachelor's degree or equivalent experience required

Demands:

- Flexibility in work hours -- evenings and weekend hours may be necessary
- Car and driver's license required for in-state travel
- Some travel required

Reports To:

Executive Director

How to Apply:

Submit your resume and cover letter to info@msvotes.org with the subject line: "Program Manager *your name (first and last)*: Attn. ED"

Additional Information:

Salary and benefits associated with the Program Manager position is based on experience and will be discussed in the interview. For more information please feel free to visit our website: <https://msvotes.org/>.

Mississippi Votes is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital, or domestic partner status, or religious affiliation.