



## GEORGIA NAACP

### PROGRAM MANAGER

**Position Location:** Atlanta, Georgia

**Travel:** Occasional

**FLSA Status:** Exempt

**Job Classification:** Temporary, Full-time

#### About Us

Founded in 1909, the National Association for the Advancement of Colored People (NAACP) is the nation's oldest and largest civil rights organization. The Georgia NAACP has had an unbroken presence in Georgia since 1917. The Georgia NAACP maintains a network of branches throughout Georgia, from cities to small rural counties. The Georgia NAACP has been the most effective and consistent advocates for civil and human rights in Georgia. The NAACP's half-million adult and youth members throughout the United States and the world are the premier advocates for civil rights in their communities, conducting voter mobilization and monitoring equal opportunity in the public and private sectors.

#### Team Overview

We are seeking an experienced **Program Manager** for a full-time position that is responsible for supporting the Coordinated Campaign Director manage the day-to-day campaign operations and programmatic activities.

#### Role Overview & Day-to-Day

The primary responsibility of the Program Manager is to oversee the overall administrative and program management of the headquarter campaign office operation. S/He will also be responsible for the management of office volunteers and interns. The Program Manager reports directly to the Coordinated Campaign Director.

#### Tasks & Responsibilities

- Respond to inquiries including emails, phone calls, and other for campaign requests
- Correspond with activists, public officials, personnel, and others
- Preparing, proofreading, and mailing packets and campaigns materials
- Travel planning including booking transportation, hotels, etc.
- Securing venues for workshops, trainings, roundtable meetings and other campaigns events
- Coordinating all aspects of events including but not limited to hotel, contracts/agreements, food, materials, shipping supplies to site, etc.
- Maintaining inventory of any supplies we use (e.g., office supplies, equipment) and ordering as needed
- Data entry - campaigns records, documents, and other pertinent information
- Maintaining campaign department calendars
- Process invoices for payment, assist with payroll management and personnel records maintenance
- In conjunction with the Regional Field Managers, assist with the coordination of work in the field
- Other duties as assigned

#### Required Skills & Background

- Commitment to and passion for ensuring that individuals are civically engaged in communities of color
- Experience managing and working with multiple staff
- Skilled in team-based, volunteer-led organizing
- Comfortable with managing from metrics; Has an understanding of organizing data
- Familiarity with campaign technology platforms
- Attention to detail and strategic viewpoints
- Ability to multi-task and meet deadlines
- Flexibility to work beyond regular core business hours as needed
- A passion for social justice generally and racial justice specifically
- Strong administrative, organizational and communication skills (written and verbal)
- Solid interpersonal skills and ability to operate confidentiality

*It is the continuing policy of the NAACP to take affirmative action to assure equal opportunity for all current and prospective employees without regard to race, color, national origin, ancestry, age, gender, gender identity or expression, sexual orientation, personal appearance, marital status, familial status, family responsibility, pregnancy or other pregnancy-related conditions, childbirth, disability, military/veteran status, citizenship status, religion or political affiliation, past convictions or incarceration, prior psychiatric treatment, or any other status protected by federal or state law, local ordinance or Executive Orders. The NAACP is an Equal Opportunity Employer.*