

Program Manager

February 22, 2019

The position is based in **Washington, DC**. This is a **full-time, permanent** role.

The Program Manager will provide leadership and subject matter expertise in education, research and other areas as deemed relevant to the organization. This person will serve as the content lead responsible for operations, oversight, planning and reporting on multiple programs within the organization.

Minimum qualifications:

- Bachelor's degree
- 5 years program management experience (including evaluation methods and procedures)
- Collaborative; a self-starter

How You Will Spend Your Day:

- Develop and disseminate informational materials such as research briefs, articles, white papers and reports on program areas as well as emerging and critical topics within the field
- Develop and refine metrics to track program performance and pursue best practices
- Research and identify opportunities for new programs and services
- Support program-related advocacy, communications and membership efforts
- Be a representative at conferences, trainings and professional events
- Assist with National Conference themes, tracks and presentations
- Supervise Research and Program Administrator

If this sounds like the job for you, please submit a resume to **cbasener@cnpstaffing.com** with "NCPG Program Manager" in the subject line.

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of a specific position or whose backgrounds are generally applicable to our client base. Please rest assured that we retain all candidate information for possible future matches, even if you do not hear from us in regard to your application in response to this ad.