

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Program Administrator

FLSA: Exempt

Reports To: Director of NACMS

LOCATION: NACMS

GENERAL SUMMARY

Overall Responsibility: Leading planning, development, and implementation of NACMS Programming.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coordinate ongoing planning, implementation, and evaluation of existing NACMS programs.
 - Regularly convene, coordinate, and motivate the Program Team.
 - Ensure programs are effectively implemented, including engaging other NACMS staff members as needed.
 - Oversee program scheduling, promotion, and registration.
 - Evaluate the effectiveness of individual programs as they are completed.
 - Ensure accurate record-keeping of attendance, support materials, and evaluative data.
- Lead the programming team in development of new programming in response to needs of the province and the Marianist Family.
 - With the Director, develop means for needs assessment, including regular engagement with members of the Marianist Family.
 - Ensure new programming meets or exceeds the standards for existing programming.
- Collaborate with the Media Administrator in the creation of NACMS resources and programs.
- In collaboration with the Director, supervise Program Assistants, Interns, and volunteers.
- With the Director, prepare and administer an annual budget for programming.
- Perform additional duties as requested by the Director.

QUALIFICATIONS & EXPERIENCE

- A deep, authentic understanding and experience of what it means to be Marianist.
- Experience in serving on and leading professional work teams. Prior experience in a Marianist work environment is preferred.
- Experience in developing, implementing, and evaluating programs.
- Master's degree or equivalent experience in a relevant field of study.
- Ability to collaborate with other NACMS staff in development and delivery of programming and resources for the Marianist Family.

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

ACCOUNTABILITY

The Program Administrator is directly accountable to the Director of NACMS

REASONABLE ACCOMMODATIONS

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

SALARY AND BENEFITS

Competitive salary and benefit package includes medical, dental, vision, life, LTD, 403B, thirteen paid holidays, and generous paid time off.

For consideration, please email your resume and cover letter to glisjak@sm-usa.org.