

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Program Administrator

FLSA: Salary

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 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.
 - Prepare and administer an annual budget for programming.
 - 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.
- 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.
- Experience in developing and implementing programs.
- Master's degree or equivalent experience in a relevant field of study preferred.
- Ability to collaborate with other NACMS staff in development and delivery of programming

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 20 pounds is essential for this position. Lifting weights above 20 pounds may be accommodated by seeking help from another co-worker. The 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.

Questions may be directed to George Lisjak at glisjak@sm-usa.org.

Interested persons are encouraged to submit a letter of interest, a resume, three references with contact information, and a writing or presentation sample to glisjak@sm-usa.org.

Applications will be accepted until the position is filled.