



NCCJ Program Manager

Overview

Organization: National Conference for Community and Justice (NCCJ) of the Piedmont Triad
Location: 713 North Greene Street, Greensboro, NC 27401
Founded: 1937
Employees: 6
Reports to: Program Director

Mission

To build compassionate and just communities free of bias, bigotry, and racism.

Vision

To ensure every community becomes a place of promise with opportunity and justice for all.

Organizational Overview

NCCJ of the Piedmont Triad is a human relations organization that promotes understanding and respect among all cultures, races, and religions through advocacy, education, and dialogue. NCCJ does not advocate for any group; we work to build mutual respect among all people – regardless of race, culture, sexual orientation, gender, socioeconomic background, faith, or any other aspect of identity.

To fulfill our mission, NCCJ’s key initiatives strive to create inclusive, respectful, and just communities:

1. Ongoing adult, college, interfaith, and youth programs
2. Flagship ANYTOWN program and associated residential summer program, year-round series, and ANYTOWN Ambassador program
3. Targeted public policy aimed at eliminating bias, bigotry, and racism

To learn more, please visit: <http://www.nccjtriad.org/>

Milestones

NCCJ of the Piedmont Triad was founded in 1937 as the “Greensboro Chapter” of a national nonprofit, National Conference of Christians and Jews. In the late 1990’s, to be more reflective of work we were doing, we changed our name to the National Conference for Community and Justice. We became an independent 501(c)3 in 2005, localizing our program, development, and communication activities. In addition to being acknowledged as Nonprofit of the Year in 2011 by the *Guilford Nonprofit Consortium*, NCCJ is increasingly recognized as a thought leader and convener in the human relations sector. In 2016, NCCJ hosted our most financially successful fundraiser, the annual Citation Award Dinner, raising over \$445,000. In 2018, we celebrated the 30th anniversary of ANYTOWN, our flagship leadership and human relations program for high school students.

Position

The Program Manager (PM) is a full-time professional charged with assisting the Program Director in meeting NCCJ’s program goals and moving NCCJ effectively to the next level of programmatic impact and success. The PM works to support the planning and implementation of NCCJ programs through logistics management, data entry, communications, and general administrative tasks. *Program delivery is a small portion of the day-to-day tasks and activities; program delivery is only a part of the position as it relates to managing the ANYTOWN Ambassador program and some community programming.* As “fuel for the program engine,” this position plays an integral role in growing a nimble and robust program department.



The major benchmarks for this position include an increase in ANYTOWN Ambassador involvement; effective communication with partners to ensure a smooth program planning process; and timely and accurately entry of program data. The PM works collaboratively with other members of the staff, contract workers, interns and volunteers to execute these key responsibilities:

Administrative (70%)

- Provide administrative and clerical support to all program staff
- Assist in the planning and coordination of programs by purchasing, preparing, and organizing supplies
- Compile program rosters and reports through data entry and filing with critical attention to detail
- Update program forms and manuals on a regular basis
- Assist with program evaluation efforts through data entry and analysis
- Contribute to the writing of program proposals
- Communicate by phone and email with program clients and participants
- Assist in the development of multimedia presentations and handouts to be used at programs
- Schedule and organize meetings and events as needed
- Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability
- Produce regular quarterly digital communications for our clients and program participants
- Develop and maintain resource library
- Stay current with emerging human relations issues

ANYTOWN Ambassador Program (15%)

- Coordinate, plan, and implement regular programs and events for ANYTOWN Ambassadors (recent ANYTOWN graduates who are still in high school)
- Facilitate ANYTOWN Ambassador meetings (approximately every 6-8 weeks)
- Support ANYTOWN Ambassador action projects

Community Outreach (15%)

- Represent NCCJ at community events and outreach activities alongside the Development Coordinator or Program Director
- Promote NCCJ with external organizations, building partnerships and alliances that further NCCJ's mission and program reach
- Participate in meetings and activities of community groups as needed

In addition, the PM will be expected to perform any other agency-related duties or special projects as directed by the Program Director or Executive Director.

Qualifications

- High school diploma required; BA or equivalent in a related field preferred
- At least two years of experience working or volunteering at a nonprofit organization
- Commitment to diversity, inclusion, and social justice
- Highly organized
- Detail-oriented and comfortable handling data entry with accuracy and confidentiality
- Adaptability in fast-paced working environment
- Self-starter, results-oriented, with exceptional energy and strong relationship and interpersonal skills
- Experience communicating and working in partnership with diverse populations
- Exercises critical thinking and understands how to be resourceful
- Ability to manage multiple tasks and take initiative independently
- Effective and clear verbal and written communication skills



- Team player
- Must be able to lift, push, and pull up to 30 pounds
- Availability to follow a flexible schedule, including some evenings, weekends and several week-long residential summer sessions
- Computer literacy – Windows/Microsoft Office environment, as well as other online office productivity platforms (database, email marketing, project management, etc.)

Other Requirements:

- Valid driver's license, auto liability insurance, and access to a vehicle for off-site programming and events are required
- Availability to follow a flexible schedule at times
- Willingness and flexibility to engage in weekend and overnight residential programs

Compensation:

- This is a full-time, exempt position, working 40 hours per week, with a competitive salary ranging between \$38,000 and \$43,000. Salary offer will be dependent on experience.
- We believe in work-life balance and we are committed to keeping the workload in alignment with the true hours worked and supporting an adjusted/revised schedule as needed
- We provide a benefits package that supports our employees and work-life balance that includes, but is not limited to: paid time off, sick days, paid holidays, medical and dental plans, and a simple IRA plan
- We provide professional development opportunities (conferences, seminars, retreats, networking events, and one-on-one mentoring)

Statement on Attracting Candidates from all backgrounds:

NCCJ is an Equal Opportunity Employer and strives for diversity among its applicant pool as well as within its staff and board of directors. We strongly encourage people from all backgrounds, especially racial and ethnic minorities, veterans, people with disabilities and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter the background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusion.

Our Hiring Process and Timeline*:

- We will read your cover letter first; while this is an entry to mid-level job, we aren't only looking for experience but also a skillset and mindset that will help you be successful in the role. In your cover letter, please be sure to tell us why you are interested in this job and to answer the question prompts provided in the "to apply" section, below
- We will review applications on a rolling basis until March 22, however, the priority deadline is March 15
- We will begin scheduling phone interviews on March 20 and do so until the end of the month. We value transparency and openness and will communicate with every candidate throughout this process to let you know your status.
- We plan to conduct short (30 minute) phone interviews March 25 – April 4 and longer (45-60 minute) in-person interviews throughout mid-April
- If you are invited for an in-person interview, we will ask you to complete a short questionnaire and provide two work samples relevant to this position, e.g. a writing sample of some sort, project plan you put together, or email communication you drafted
- Lastly, if needed, we will have one more round of in-person interviews (April 23-28)
- We would like to make an offer by early May

****This timeline should be used as a general guide. Should we miss a deadline by a day or two, please remember that we are a small nonprofit office and things happen.***



To Apply

- To apply, please **submit your resume and cover letter as one file** at <https://bit.ly/2T5JYs9>. **Priority deadline for consideration is March 15, 2019.** Applications will be accepted until Friday, March 22. Be sure to label both your resume and cover letter with your name and “Program Manager” position title. **NO PHONE CALLS OR OFFICE VISITS PLEASE.**
- In your one-page cover letter, please answer the following questions:
 - From what you know about NCCJ, what does NCCJ bring to our community and what does it mean to you?
 - What unique/special skills would you bring to this position?
- *If you are having difficulty applying via the on-line system, you may submit your cover letter and resume to nccjjobs@nccjtriad.org*

This job description is only a summary of the typical job functions, not an exhaustive list of all possible responsibilities, and may be subject to change at any time due to reasonable accommodation or other reasons.