

PROGRAM MANAGER JOB DESCRIPTION

United Way of Clarion County is seeking an ambitious and motivated individual to join our team as a part-time Program Manager.

Duties include:

- Participate in/attend community outreach activities
- Assistance with special events
- Handling incoming calls and other communications
- Greeting clients and visitors
- Manage filing system
- Correspond with donors (Thank you notes, receipts, etc)
- Updating records, maintaining documents, and creating forms
- Create, maintain, and record information into databases
- Helping organize and maintain office common areas
- Performing general duties and errands (mail, picking up supplies, etc)
- Provide general program support to the Executive Director
- Other duties as assigned

Requirements:

- Strong attention to detail
- Comfortable with public speaking and community engagement
- Excellent organization and multi-tasking abilities
- Ability to work independently and as part of a team
- Ability to maintain confidentiality

Pay is negotiable commensurate with experience)

- Flexibility within schedule
- Part-time; *appx.* 20 hours per week
- Payroll is bi-monthly, on the 15 and 30/31 of each month
- The Program Manager reports directly to the Executive Director

Questions can be directed to m.fulton@uwclarionco.org

APPLY ONLINE AT UWCLARIONCO.ORG