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Job Description for Program Manager

PURPOSE: Work under the direction of the Program Director, with additional guidance from Executive Director and support from Program and Communications Associate, to manage all aspects of Princeton in Africa's fellowship program.

ESSENTIAL FUNCTIONS (include but not limited to):

PROGRAM MANAGEMENT

- Reports to the Program Director.
- Oversee recruitment efforts, including webinars and responding to applicant questions, with a particular focus on campus events such as information sessions and office hours.
- Assist with managing the process of reviewing applications, interviewing potential Fellows, and selection of desired Princeton in Africa Fellows.
- With oversight of Program Director, organize details & logistics of the annual Fellows' Retreat, including bookings, Fellows coordination, reimbursements and budgeting. Help facilitate discussions and workshops during the Retreat.
- With assistance from the Program & Communications Associate and oversight of the Program Director, organize details and logistics of and facilitate sessions for the Fellows' orientation.
- Assist with finalizing placements for Fellows, including maintaining regular communications with current and prospective host organizations and defining terms and conditions of various fellowships.
- Assist with communications to potential new host organizations in Africa and with developing new fellowship opportunities.
- Travel to Africa as needed to conduct site visits with current and potential host organizations, Fellows, and others, and to assist with Fellows' mid-year Retreat.
- With the oversight of the Program Director, provide ongoing support to Fellows and fellowship organizations, including conducting regular check-ins with Fellows and supervisors to gain updates on Fellows' activities and to discuss any issues.
- Work closely with the Executive Director and Program Director to ensure that the health, safety and security of all Fellows is being adequately monitored and addressed.
- Manage the Program & Communications Associate's work in maintaining detailed records for all program-related information for each fellowship year related to Fellows and supervisors.
- Serve as the point person for alumni relations coordination, including working with the Alumni Working Group, promoting professional & social events, and supporting new alumni activities.
- Generally, assist Program Director with all program-related activities, events, communications and record-keeping.
- Coordinate with interns and volunteers on program-related tasks.

ADDITIONAL SUPPORT

- Maintain office hours as agreed upon.
- Assist with answering phones and other office administrative support, as requested.
- Assist with mass mailings, communications, logistics for annual benefit, and other development support, as requested.
- Other duties as needed.

SKILLS & QUALIFICATIONS:

- Bachelor's degree, with preference for focus on international education, international or African studies, nonprofit management, or similar field related to our work.
- At least 3-5 years of work experience with international fellowship, volunteer, or education program, or experience working with organizations similar to our host organizations.

- Strong preference for candidates with prior experience traveling independently in Africa, studying abroad in Africa or other similar environments.
- Excellent organization and communication skills.
- Strong English writing skills.
- Excellent attention to detail.
- Proficient with Microsoft Office programs, particularly Word, Excel and PowerPoint, and generally technologically savvy.
- Experience managing event logistics and budgets.
- Ability to juggle multiple tasks, adjust to sudden shifts in priorities, and maintain a good sense of humor.
- Willing and available to work occasional nights and weekends throughout the year.
- Clear understanding of our mission, including ability to act as a mentor to Fellows and to foster young leaders.

ADDITIONAL INFORMATION:

- Full-time employment
- Compensation based upon experience
- Twenty days of vacation leave per year plus holidays
- Health and dental insurance offered, if necessary
- 401K Retirement Plan
- Position located in Princeton, NJ

TO APPLY: Please email a resume, cover letter, and contact information for at least two references to piafjobs@gmail.com
The deadline for applications is October 10, 2016 but applications will be reviewed on a rolling basis.