



## **Program Manager Position Description**

Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate professional to serve as Program Manager. The Program Manager will report to the organization's executive director and work alongside other staff to develop and support Georgia Watch's key programs including the Health Access, Consumer Energy, Financial Protection and Access to Civil Justice Programs. The Program Manager will assist with the planning, communication, implementation, and evaluation of existing projects and develop new ones as needed to further the organization's mission.

Founded in 2002, Georgia Watch is a 501(c)(3) non-profit, non-partisan organization working to ensure that Georgians are educated and protected on matters that impact their wallets and quality of life. Through advocacy, outreach and education, we work tirelessly to make Georgia a model for consumer protection. We safeguard consumer protections in the area of personal finance, ensure access to safe, quality, affordable healthcare, protect the right to trial by jury, promote access to the courts, and encourage fair utility rates and renewable energy options for consumers. Our work includes collaboration with government agencies, community based organizations, professional associations, policymakers, legislators, academic partners, advocacy groups, and other stakeholders.

### **Essential Job Functions**

- Develop work plans for various program projects; create and maintain project work plan spreadsheets and timelines for program-related events;
- Assist with tracking grant deliverables and project evaluation;
- Track impact data to evaluate the effectiveness of the organization and of each Georgia Watch program as related to that program area's goals and objectives;
- Identify best practices to support consumer knowledge increase in program areas, and
- In collaboration with other Georgia Watch staff, maintain the grants calendar, prepare grant proposals and timely funder reports, and identify new sources of funding.

### **General Responsibilities**

- Assist in the preparation of organizational publications, such as the Georgia Watch Annual Report, and the development of policy reports and educational resources that accompany program initiatives;

- Coordinate volunteers for specific projects and help supervise graduate student interns to carry out activities related to program work;
- Assist with development of the marketing and communications associated with the organization's activities;
- Contribute to all social media and online outreach, including Georgia Watch blog;
- Build and maintain contact lists of community partners, consumers, legislators and other key stakeholders;
- Work with staff to coordinate annual Legislative Breakfast, Consumer Champion Award Celebration and other special events and meetings, and
- Support staff in completing additional tasks related to the day-to-day functioning of the organization.

### **Position Requirements**

#### ***All potential candidates must have:***

- Bachelor's degree (Master's Degree preferred) and three or more years of related work experience to include supervisory experience and project management;
- Passionate interest in consumer issues including healthcare, consumer energy, personal finance, and access to civil justice;
- Outstanding multitasking and time management skills -- must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail;
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment;
- Excellent written and verbal communication skills;
- Ability to connect with a wide cross-section of people, including consumers, funders, policymakers, advocates, and other professionals;
- Advanced knowledge and skills in using Excel, Microsoft Word, and PowerPoint for creation of project management tools, educational resources, and presentations;
- Previous experience writing grant proposals, grant reports, and policy research papers preferred;
- Some state and local travel required.

### **Application Procedure/Deadline**

Interested candidates should submit a resume, cover letter and writing sample by email to Executive Director Liz Coyle at [lcoyle@georgiawatch.org](mailto:lcoyle@georgiawatch.org) by August 1, 2016. The posting will be open until the position is filled.