



## PROGRAM ADMINISTRATOR

NCNW is a national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit [www.ncnw.org](http://www.ncnw.org). **To apply send your resume and cover letter to [jobs@ncnw.org](mailto:jobs@ncnw.org)**

### JOB SUMMARY

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the financial management and accounting duties of the organization. Under the direction of the Executive Director, the Program Administrator coordinates and manages the day-to-day administrative activities and provides program support for a program designed to support NCNW's activities, mission and goals. Program support means advising program participants, monitoring and coordinating program activities, and providing program report updates. Salary range for this position is \$54,000-\$64,000.

### RESPONSIBILITIES

- Coordinates and manages administrative and technical support for staff, program team members and community members; resolves day-to-day administrative and logistical problems, which may special events and other program needs.
- Manages general office operations; processes and maintains necessary paperwork, records, including fiscal records and files required to support program
- Serves as liaison between program and other Headquarters staff, external organizations and the public.
- Assists in planning outreach programs, conferences, meetings, seminars, with responsibility to make all necessary arrangements, including travel, and coordinates events and details.
- Responds to inquiries from program participants, staff and others and explains program policies, procedures and requirements, making referrals as appropriate.
- Compiles program data, prepares reports as needed, to aid in evaluating program progress and effectiveness; recommends changes or improvements.
- Coordinates recruitment of members or participants into the program; implements recruiting and promotional strategies and works with target population to develop applicant pool consistent with program goals and objectives, in assigned area of responsibility.
- Prepare, administer, and maintain budgets, ensuring that data is accurate and current, and assists with the consolidation of program-wide annual budgets.
- Maintain data in tracking database.
- Coordinate proposals with Development, Finance, and other departments as appropriate.
- Ensure NCNW standards and guidelines are met.
- Maintain good working relationships and stays abreast of program issues to provide overall support to program initiatives.
- Performs related duties as required.

### MINIMUM ACCEPTABLE QUALIFICATIONS

- Four to five years of related experience.
- Ability to perform responsible administrative functions.
- Good communication and interpersonal skills
- Demonstrated ability to work independently and exercise sound judgment.