

## **Program Director**

XYZ, a non-profit professional association with XYZ members throughout XYZ, is seeking a Program Director to work with members on committees and within chapters to execute a variety of programs. The ideal candidate will have the ability to manage multiple projects, short and long term, and support and motivate committee members within the organization.

The Program Director will:

- Deliver a variety of programs
- Coordinate involvement in K-12 education programs,
- Work with additional committees to coordinate and facilitate their work,
- Work with the association to execute a variety of programs

## **Job Requirements**

Education, training, experience:

Candidates must have a Bachelors degree with at least 3-5 years' experience. Exceptional organizational and communication (written, verbal, social media) skills are required. Fluency in MicroSoft Office programs is required. Familiarity with Adobe Creative Suite is a plus. Event planning experience is a plus. If you are organized in your work processes with above average 'people skills', enjoy working in a collaborative, professional environment, let us hear from you. This is an excellent growth opportunity!