



**Title:** Program Manager

**Reports to:** Vice President, International Programs

**Employment Type:** Full-time, Salaried (exempt from overtime)

**Anticipated Start Date:** 12-01-2021

Population Media Center (PMC) is looking for a Program Manager (PM) to join the International Programs team. This role is critical to the successful and quality implementation of PMC's country programs, assuring their related financial sustainability, as well as securing additional funding for new country programs and opportunities. The PM has two primary roles within the International Programs Department: (1) manage program implementation; and (2) secure additional funding for new programs and opportunities for the countries under the PM's direct supervision. This is a great opportunity to join a passionate team of professionals who are driven and inspired by our vision of a sustainable planet with equal rights for all.

**Who You Are:**

- You are proactive and self-directed, with demonstrated ability to form productive relationships across a range of cultures and roles.
- You are highly organized, disciplined in organizing your work assignments, and able to multi-task in response to evolving work requirements.
- You are an experienced project or program manager with demonstrated experience living, working, or communicating cross culturally and outside the US.
- You are able to read, analyze, and interpret general business periodicals, professional journals, and technical procedures.
- You are able to write reports, business correspondence, and procedure manuals.
- You are skilled at effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- You are fluent in spoken and written French for management of country programs.
- You are comfortable working with statistics and readily apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Key Responsibilities (include but are not limited to)**

*Project Implementation and Management:*

- Provide oversight and overall project management for countries under the PM's direct supervision.
- Serve as liaison between in-country staff and PMC-HQ staff.

- Oversee hiring and supervision of Country Directors (CD) and other field staff, and guide CDs in the development of country action plans.
- Assist PMC's Research Unit in coordinating in-country activities.
- Track project budgets with Vice President for Finance and communicate issues to the country staff for resolution.
- Ensure the countries managed maintain the program broadcast schedule and follow the project and implementation schedules.

#### Marketing and Communication, HR, and Research Support

- Write and prepare reports for donors, partners, and PMC Board of Directors.
- Develop strategies and tools to facilitate effective recruitment and management of international staff.
- Develop written and visual content to build upon program promotional efforts and publicize impact results.
- Participate in PMC's strategic plan implementation for the organization and for country programs.
- Provide guidance for setting up or closing out in-country operations.
- Translate research and other reports (including emails) from French to English and vice-versa.
- Lead training workshops in PMC's Methodology and drama design.

#### New Program Development

- Lead current renewal efforts for countries managed, collaborating with the country team and other PMC HQ staff.
- Collaborate with Program & Partnership Development (PPD) team and Country Directors (CDs) to identify and engage appropriate partners and donors to strengthen and expand PMC's work.
- Design project plans with CDs, contributing to proposal and concept note development and submissions.
- Represent PMC in strategic partnership and pitch meetings with both current and potential partners and donors.
- Maintain records of interactions with (potential) funders using Salesforce CRM.

#### **Qualifications:**

- Master's degree or equivalent in population studies, public health, communications, social sciences, or other relevant field; or equivalent combination of education and experience.

- Demonstrated experience working or communicating cross culturally; experience living or working outside the US is highly desirable.
- Written and spoken fluency in French.
- Proficiency in the use of Word, Excel, and PowerPoint.
- Skills in any of the following are highly desirable: graphic editing & design software, statistical analysis software, Office 365 (OneDrive, SharePoint, Teams) and Salesforce CRM.

**Location:**

- PMC HQ is based in South Burlington, Vermont, but this position is suitable for telecommuting from a home office.
- Work hours will depend on the countries managed, and the need to participate in PMC meetings and activities.
- This position requires frequent international travel (up to 25%) to attend meetings, conferences, and country office visits.

**Who We Are:**

Founded in 1998, Population Media Center uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV, and the web in more than twenty unique languages, helping more than five hundred million people live healthier lives. Recently the organization applied its methodology to address social challenges in the United States through its Daytime Emmy-nominated *East Los High* drama on Hulu.

Population Media Center's Vision: A sustainable planet with equal rights for all.

**Why Work for Us:**

Our tight-knit team is empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, social, economic, and social justice challenges.

PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

**How to Apply:**

Submit cover letter and resume to [jobs@populationmedia.org](mailto:jobs@populationmedia.org). Review of applications and interviewing to begin immediately and continue until the position has been filled.

