



JOB DESCRIPTION

July 20, 2020

JOB TITLE: Program Officer

PAY RANGE: \$35,000 to \$40,000

JOB SUMMARY: The Program Officer coordinates the day-to-day activities of the Northern Marianas Humanities Council's public humanities programs and supports the Executive Director in developing and evaluating those programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintain and develop relationships with current and prospective presenters, facilitators, partner organizations, and the general public.
2. Effectively deliver programs to our existing constituency, while also broadening our audience to reach residents of all backgrounds, abilities, and interests.
3. Independently provide administrative guidance, technical assistance, content advice, and answers to program participants and presenters, with complete knowledge of Northern Marianas Humanities Council's mission, goals, guidelines, and protocol.
4. Represent the Northern Marianas Humanities Council and its interests to stakeholders at outside events and conferences as requested.
5. Support the Executive Director with the development, implementation, and evaluation of programs as well as the development of new programs and special projects.
6. Assist the Executive Director in administering the Council's grant-making programs to include providing technical assistance to applicants, monitoring compliance, evaluating projects and developing and maintaining internal operating procedures and best practices.
7. Participate in development and fundraising activities, including grant writing and reporting, solicitation of sponsors, and donor activities as needed.
8. Track and maintain data related to Council activities and partners for the Annual Report and NEH compliance reports.
9. Lead efforts to promote Council activities and events via email, the website, in social media and in all forms of print media.
10. Assists with scheduling and documenting meetings, preparing materials, and maintaining records for the Board.

KEY SKILLS & ATTRIBUTES:

- ✓ Demonstrates cultural competencies and inclusiveness in communications and implementing programming and administrative processes;
- ✓ Effective at prioritizing and undertaking multiple, diverse activities and programs;
- ✓ Flexibility and willingness to respond to stakeholders and special assignments to meet project goals and organizational needs.
- ✓ Reflects on program effectiveness and identifies and analyzes potential issues and areas for improvement.

- ✓ Works effectively as a team leader, as well as a member of a team in a collaborative environment.
- ✓ Displays exceptional organizational skills and attention to detail.
- ✓ Employs effective written and oral communication skills.

QUALIFICATIONS:

Required:

- ✓ Bachelor's degree from a U.S. accredited institution, preferably in the humanities.
- ✓ Relevant experience in program and event planning, assessment and evaluation, and grants management.
- ✓ Must be able to work both collaboratively and independently.
- ✓ Excellent writing and speaking skills.
- ✓ Interest in the humanities and commitment to Northern Marianas Humanities Council's work and mission.

Preferred:

- ✓ A master's degree in the humanities.
- ✓ Experience in managing and delivering virtual programs.
- ✓ Experience in grant proposal writing.
- ✓ Familiarity with NMI cultural history.
- ✓ Donor and stakeholder development and fundraising experience.

The Northern Marianas Humanities Council is an equal opportunity employer.

The mission of the Council is to foster awareness, understanding and appreciation for the humanities through support of educational programs that relate the humanities to the indigenous cultures and to the intellectual needs and interests of the people of the Commonwealth.

Visit www.nmhcouncil.org to learn more about the Council and its programs.

HOW TO APPLY:

Interested individuals are invited to send an application package including: (1) Letter of Interest; (2) detailed resume; (3) a recent writing sample (500-800 words; preferably on a humanities topic); (4) three Letters of Recommendations; and (5) names and addresses of three references to Leo Pangelinan, Executive Director, Northern Marianas Humanities Council, PO Box 506437, Saipan, MP 96950. Complete application packages must be received by Council staff on or before 4:00 p.m. on Tuesday, August 4, 2020. For more information about this employment opportunity please contact Council staff at 235-4785.