

JOB DESCRIPTION FOR A PART TIME PROGRAM MANAGER

Antioch Educational Center (AEC) is a nonprofit organization located in downtown Ridgeland, SC. Currently, AEC seeks a part time Program Manager to:

- Be responsible for overseeing the development of programs that support AEC
- Be responsible for coordinating multiple projects
- Ensure proper communication between interdependent teams within AEC.

Skills and Qualifications

The selected individual will need to have certain skills including, but not limited to:

- High-level management and leadership skills
- Ability to schedule and manage tasks effectively
- Conflict resolution and problem-solving skills
- Risk management
- Written and verbal communication skills
- Cost control and budgeting skills
- Teamwork and motivational skills
- Organizational and multitasking skills
- Excellent computer skills
- Ability to pass regular drug tests

Salary

Salary is based upon qualifications and experience.

Education and Experience Requirements

Two years experience as a program or project manager PLUS a Bachelor's Degree in Business Management or Public Administration. Education may be substituted with five years of experience and an Associate Degree.

Resumes accepted, until March 1, 2021, at antiochexec@yahoo.com. No phone calls.

Antioch Educational Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Antioch Educational Center is also committed to providing a drug-free workplace.