



**THE
CREATIVE
COALITION**

Program Manager

Location:

New York City **OR** Los Angeles, CA. The Creative Coalition is a New York City-based charitable nonprofit organization

Position Requirements

- Four year's minimum successful experience in event/program planning and coordination, with at least one of those year's in a management position.
- Demonstrated ability to manage others in a team environment, as well as to work independently.
- Experience in communications, public relations, and talent or management agencies is a benefit.
- Excellent oral communication skills.
- Exceptional writing skills with the ability to write both strategically and creatively under tight deadlines.
- Knowledge of the Microsoft Office suite of software products.
- Strong attention to detail.
- Good analytical and presentation skills.
- Digital/social media fluency.
- Experience using computer and digital tools for research.
- Ability to prioritize, organize and multi-task project.
- Positive, flexible attitude that will lend itself to good client service.
- Bachelor's degree from an accredited college or university required.
- Scheduling flexibility and ability to travel domestically and internationally.
- Has a valid driver's license and good driving record.
- Has or will obtain a valid passport at own expense.

Position Dimensions:

- Responsible for using all the resources of the organization to achieve its programming and event goals.
- Assist and provide support for Programming supervisors and the CEO in the performance of their duties.
- Events may extend into the evenings and weekends.

Position Accountabilities:

- Managing assigned programs, budgets and staff in conjunction with the Program Director.
- Managing specific event logistics - air travel, hotel, car service, food, etc.
- Networking industry events.
- Research and outreach to supporters, celebrities and executives.
- Supervising and escorting supporters, celebrities and executives at events.
- Manage the Intern Program
- Reports to Program Director
- Maintains quality relationships with all corporate partners/sponsors and policy leaders/liaisons.
- Complies with all organizational policies, procedures and expected standards of performance.
- Provides and supports effective member relations.
- Acts in a manner conducive to a positive and healthy work environment.
- Performs all other duties as assigned by the Board, President and/or CEO.

The above is intended to describe the general content of this position. It is not to be interpreted as an exhaustive statement of duties, responsibilities or requirements.

Classification:

Regular Staff exempt position with an annual salary.

Email résumé to:

John Hook, CFO & Deputy Director, The Creative Coalition, ProgramManager@TCOnline.org