



## Program Manager

### Job Summary:

The Program Manager is responsible for program development, organization, implementation, execution, and follow-up as well as administrative tasks.

### Reports To:

- Director of Programs

### Supervisory Responsibilities:

- Supervises Program Administrator

### Duties/Responsibilities:

- Manages National Lecture Program including working with the Lecture Program Committee to select speakers, matching up speakers with societies and creating the in-person lecture schedule.
- Provides financial oversight for program expenditures.
- Sets up advocacy campaigns and webinars for students and professionals.
- Manages fellowship and grant programs.
- Coordinates International Archaeology Day.
- Other duties as assigned.

### Required Skills/Abilities:

- Excellent written and verbal communication.
- Excellent organizational and administrative skills with a commitment to detail.
- Ability to work autonomously and effectively as well as collaboratively.
- Perform and prioritize multiple tasks seamlessly in a fast-paced environment.
- Ability to meet deadlines, work under pressure, and demonstrate sound judgment.
- Ability to work outside normal business hours, including evenings and weekends as events dictate.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, and PowerPoint).
- Knowledge of, or familiarity with archaeology or a related academic field.
- Ability to represent AIA and engage with the public and members of the organization.
- Ability to generate respect and trust from staff and colleagues while fostering cross-functional collaboration and a strong sense of teamwork.

### Education and Experience:

- Minimum of 5 years of relevant professional experience with outreach and educational programs, archaeological heritage issues, and grant administration, preferably with a nonprofit or academic institution.
- MA or equivalent experience.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- Hybrid work schedule, in office 2 - 3 days per week, possibility for remote work.

***Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.***

### Compensation and Benefits:

- Salary range \$60,000 - \$75,000
- Comprehensive Benefits