



JOB ANNOUNCEMENT

PROGRAM MANAGER, ARAB AMERICAN CIVIC COUNCIL

Title: Program Manager
Status: Full-Time (40 hours/week)
Reports to: Executive Director
Location: Anaheim

JOB SUMMARY

The Arab American Civic Council seeks an energetic, passionate, and detail-oriented individual to join our growing team and serve as a Program Manager to carry out AACCC's mission and services. We are seeking an experienced Program Manager to join our nonprofit organization. This position is responsible for overseeing the day-to-day programs of our organization, managing staff and volunteer teams, and ensuring that civic engagement projects and initiatives are completed according to our organization's goals and objectives. The ideal candidate will have strong leadership, organizational, and communication skills. They should have a proven track record of successful project management and experience working with a diverse range of stakeholders.

RESPONSIBILITIES:

- Develop and implement strategies to reach our program goals and objectives.
- Manage our small team of staff, interns, fellows, and volunteers, including directing their work and providing feedback to ensure successful completion of projects and initiatives.
- Recruit, select, train, assign, schedule, and counsel interns and fellows.
- Monitor progress and performance against organizational goals and objectives.
- Foster relationships with relevant organizations locally working on advancing civil rights and immigrant community issues.
- Coordinate AACCC's civic participation programs – including the development and overseeing of strategies for registering eligible Arab American citizens to vote.
- Manage voter registration, voter education, and Get Out the Vote programs, overseeing relevant staff and interns, and building community relationships to meet goals.
- Responsible for the growth of the organization's voter engagement campaigns, which includes ensuring ample staff and volunteer resources are dedicated to sufficiently staff nonpartisan campaign efforts, and that turf is selected strategically.
- Train and support the development of temporary staff and supervise the civic engagement teams.

- Utilize Civic Engagement digital technology and databases, including the Voter Activation Network (VAN), Action Network, and Action Builder.
- Conduct relevant public policy and related research, monitor state and local government, and write briefing papers, position statements, etc.
- Serve as an advocate and AACC representative in policy forums, coalition meetings, including potentially providing testimony before legislative and regulatory bodies
- Provide daily supervision to civic engagement teams and temporary workers through individual and group meetings, regular communication, coaching, and intentional training.
- Lead community civic engagement training workshops.
- Responsible for turning out community members to actions and community events.
- Manage the planning and organizing of community events.
- Provide monthly written reports to the Executive Director on progress made towards goals.

QUALIFICATIONS:

- Bachelor's degree in management, community development, political science or related field
- 5+ years' experience in nonprofit program management, project management, or related field
- Proven success in developing and executing strategies
- Excellent organizational, interpersonal, and communication skills
- Experience managing field operations to mobilize nonpartisan voter turnout
- Knowledge of relevant laws and regulations
- Ability to work collaboratively with a wide range of stakeholders
- Ability to juggle multiple priorities and work effectively with a team in a rapidly moving environment.
- Extremely organized with close attention to detail and accuracy.
- A commitment to social justice and AACC's mission.

COMPENSATION AND BENEFITS:

- The starting salary for this role is \$55,000 to \$60,000 and is based on a variety of factors including, but not limited to, skill set level and years of previous/applicable experience.
- Ten paid sick days.
- Twelve paid vacation days.
- Eight paid [holidays](#).

Application Process: All applicants will be evaluated on a rolling basis, until the position is filled. Applicants must submit a resume, cover letter, and list of three references in a single PDF to hello@aaciviccouncil.org.