Title:  Program Director, Careers in Government and Nonprofit

Department:  Loeb Center for Career Exploration and Planning

Reports to title:  Director of the Loeb Center for Career Exploration and Planning

Full Time:  x  Part Time:  __________ Date Prepared: 8/13/2020

Position Grade: PT-5

Pay Type:  Weekly_______  Monthly x_______  Months Per Year:_______  Hours Per Week: 40

1. **Summary of Position:**

The Program Director will launch and manage Amherst College’s government and nonprofit career community, designing programming and working with alumni, employers and colleagues to increase internship, job, and experiential learning opportunities available to students. The incumbent will provide career education and job search coaching to liberal arts students interested in pursuing careers in a wide range of fields including (but not limited to) local and federal government, politics, social work, community organizing, advocacy, nonprofit management, human services, international relations, and international development. An additional responsibility in this position is providing career planning support for international students.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

(40%) Program Management:

- In conjunction with faculty, administrators, students, alumni, and employers, develop comprehensive programming, resources, and partnerships for students interested in pursuing
careers in government and nonprofit

- Build networking opportunities in collaboration with the Office of Alumni and Parent Programs
- Develop and deliver career programs and special events, particularly experiential learning opportunities such as career treks and interterm programs
- Provide leadership and long-range vision for the government and nonprofit career community
- Conduct research on industry and hiring trends, and forecast shifting opportunities or areas of focus for the program based on the external environment
- Build program awareness among all constituents, particularly among first- and second-year students and among faculty at the College
- Maintain a program budget
- Create program materials and promote the community to incoming students and parents
- Hire, supervise, train, and evaluate a student intern

(30%) Student Preparation:

- Provide targeted advising sessions and programs to help students explore, prepare for, and begin careers in government and nonprofit fields
- Conduct practice interviews, create relevant web and print resources and review application materials
- Highlight and promote internship, research, and full-time opportunities
- Facilitate student involvement in professional organizations to enable exploration, networking, skill-development, and interview preparation
- Assist students in building relevant interpersonal, organizational and technical skills
- Assist students in preparing to apply to graduate schools

(15%) External and Employer Relations:

- Build relationships with graduate programs and employers/organizations through research, outreach and ongoing relationship management
- Contribute to College efforts to build strong relationships with its network of alumni, faculty and other partners connected to the government and nonprofit sectors
- Partner with alumni and local and national employers to develop internships and full-time opportunities for students
- Regularly host evening employer/graduate school information sessions

(10%) International Student Support:

- Provide advising sessions and programs around career planning to support our international student population
- Serve as the Loeb Center’s liaison to the Center for International Student Engagement

(5%) Other duties as assigned.

- All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Within the College: Conducts complex operational interactions and communications across the College.
Outside the College: Conducts complex operational interactions and communications outside the College including analyzing, developing, and negotiating with educational and employer partners.

4. **Education:** (include certifications and licenses)
   Required:
   Preferred: Bachelor’s degree

5. **Experience:** (List specific skills necessary to perform this job)
   Required:
   - At least three years of experience in the government and/or nonprofit field.
   - Three years of career services, recruitment, project management, event management, or other relevant experience.
   - Demonstrated capacity and motivation to work effectively with a diverse student body.
   - Understanding of government and nonprofit employment trends.
   - Strong organizational, customer service, and problem solving skills.
   - Demonstrated written and verbal communication, and presentation skills.
   - Ability to travel periodically to engage with employer partners, alumni, and parents.
   - Work outside normal business hours including evenings and weekends, as needed.
   - Proficient in MS Office, and G Suite as well as remote work tools such as Zoom.
   Preferred:
   - Five years related experience

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Repetitive motions – hands, wrists, fingers
   - Visual – normal concentration
   - Lift, carry, push, and/or pull 10 lbs.

7. **Decision Making:**

   Significant latitude in strategic and operational decision-making within program area.

8. **Supervision Exercised/Received:**

   Receives minimal supervision.
Supervisory Responsibility: Yes ________ No ________ x
Number of Employees Supervised: 0______