



Program Manager Position Description

Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate professional to serve as Program Manager to work alongside other staff to develop and support Georgia Watch's consumer education and advocacy work in the Health Access, Consumer Energy, Financial Protection and Access to Civil Justice impact areas. The Program Manager will assist with the planning, implementation, communication, and evaluation of existing projects and develop new ones as needed to further the organization's mission.

Founded in 2002, Georgia Watch is the state's leading nonprofit consumer advocacy organization, focused on issues that impact people's wallets and quality of life. The organization uses education and advocacy to help give consumers a strong ally to level the playing field with powerful special interests in the state. We work every day to protect and inform consumers, so all Georgians prosper, and their communities thrive. While we serve all Georgia consumers, we are particularly dedicated to ensuring that the most vulnerable of our population have representation and access to necessary resources and are aware of their rights in the consumer marketplace. To fulfill our mission, Georgia Watch works closely with the public, coalition partners, legislators, regulators, and the media to serve as an advocate as well as a trusted resource for information and guidance. Through education, we seek to help Georgians harness their own power to become effective advocates for themselves.

Essential Job Functions

- Lead development and implementation of work plans for various program projects; create and manage timelines for program-related activities;
- Assist with tracking grant deliverables and project evaluation;
- Track impact data to evaluate the effectiveness of the organization and of each Georgia Watch program as related to that program area's goals and objectives;
- Develop written and online resources and workshop curriculum to educate consumers and service providers in program areas;
- Assist with planning program related events including details such as catering, transportation, registration list, guest speakers, promotional campaigns;
- Lead Georgia Watch trainings and workshops in collaboration with grant partners and;
- In collaboration with other Georgia Watch staff, maintain the grants calendar, prepare grant proposals and timely funder reports, and identify new funding.

General Responsibilities

- Assist in the preparation of organizational publications, such as the Georgia Watch Annual Report, and the development of policy reports and educational resources that accompany program initiatives;

- Coordinate volunteers for specific projects and help supervise graduate student interns to carry out activities related to program work;
- Assist with development of the marketing and communications associated with the organization's activities;
- Contribute to all social media and online outreach, including Georgia Watch blog;
- Monitor Georgia Watch website to ensure functionality and report on performance;
- Build and maintain contact lists of community partners, consumers, legislators and other key stakeholders;
- Work with staff to coordinate annual Consumer Champion Award Celebration and other special events and meetings, and
- Support staff in completing additional tasks related to the day-to-day functioning of the organization.

Position Requirements

All potential candidates must have:

- Bachelor's degree (J.D. or Master's degree in a related field preferred) and three or more years of related work experience to include supervisory experience and project management;
- Passionate interest in consumer issues including healthcare, consumer energy, personal finance, and access to civil justice;
- Outstanding multitasking and time management skills -- must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail;
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment;
- Excellent written and verbal communication skills;
- Ability to connect with a wide cross-section of people, including consumers, funders, policymakers, advocates, and other professionals;
- Advanced knowledge and skills in using Excel, Microsoft Word, and PowerPoint for creation of project management tools, educational resources, and presentations;
- Previous experience writing grant proposals, grant reports, and policy research papers preferred, and
- Some state and local travel is required.

Salary: Competitive and commensurate with experience.

Application Procedure/Deadline

Interested candidates should submit a resume, cover letter and writing sample by email to Deputy Director, Natasha Taylor at ntaylor@georgiawatch.org. The posting will be open until the position is filled. Georgia Watch is an equal opportunity employer. We recruit and select the most qualified candidates to fill job openings. We actively seek individuals who expand the diversity of the Georgia Watch team.