

Program Manager Job Summary

We are seeking a highly organized, goal-oriented program manager to join our growing organization. In this position, you will lead and supervise a program through completion, overseeing successful output. You will outline the program's goals and objectives while acting as a liaison between program staff and upper management and executives.

Program Manager Duties and Responsibilities

- Strategize and outline the goals and objectives of the program
- Assign project managers and team members to projects
- Estimate and implement program budgets
- Set program controls, governance, and standards
- Monitor multiple projects through the entire program cycle
- Manage the day-to-day detailed aspects of multiple projects
- Set timelines and due dates
- Coordinate and utilize resources for multiple projects in the program
- Manage and submit program documentation
- Communicate with project managers to address potential risks
- Solve problems and issues
- Track program progress
- Communicate program objectives, goals, and progress to program directors, executives, upper management, and stakeholders
- Evaluate and supervise multiple projects
- Lead and mentor project staff and team members
- Set objectives to maximize ROI
- Prepare and present progress and budget reports to program directors
- Assist team members and project managers when needed to accomplish team goals

Program Manager Requirements and Qualifications

- Bachelor's degree in management, business, or related field; Master's degree (MA or MSc) in business or related field preferred
- 5+ years' previous experience in program management, project management, administration, or related field
- Proficient computer skills, experience with Microsoft Office Suite; working knowledge of program/project management software (Basecamp, MS Project)

- Knowledgeable in program management methodology and techniques; performance evaluation and change management principles
- Experience with compiling and following strict budgets
- Excellent verbal and written communication skills
- Able to multi-task, prioritize, and manage time effectively

From: Ziprecruiter.com