



Annual Programs Assistant Manager

The Annual Programs Assistant Manager is responsible for the high-level management of annual programs such as AMOK, Class Act, and Kindness Heroes at Random Acts. Reporting under the Events Team, the Annual Programs team works hand in hand with the lead Coordinator for each program, as well as the cross departmental teams that are support for the programs. These programs heavily rely on strong timelines, tight program plans, and detailed budgets.

RESPONSIBILITIES

- Responsibilities include but are not limited to:
 - Lead and actively participate in the management of Annual Programs at Random Acts
 - Develop and organize the department and the activities of the department
 - Review post-activity data for all Annual Programs at Random Acts
 - Manage the personnel on the Annual Programs team
- Keep the Events Manager and the Director of Programming informed of problems that jeopardize the well-being of the organization or its reputation, including any potential issues, escalating this information to the Director and Leadership Team where necessary
- Attend regular staff and departmental meetings
- Complete monthly and ad-hoc reports and budgets for programs under the care of the Annual Programs team.
- Any other projects or duties as requested by the Events Manager and Director of Programming

DESIRED QUALIFICATIONS AND SKILLS

- Ability to work effectively with diverse groups, including staff, supporters, peers, and the public
- The ability to communicate effectively, both verbally and in writing
- Strong interpersonal skills
- The ability to manage a team
- The ability to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills, and the ability to multitask effectively
- Prefer Bachelor's in Business or Project Management or related field or equivalent experience
- 3+ years of experience in Project Management