

Ten at the Top Program Manager - Job Description

Job purpose: Ten at the Top Program Managers are responsible for coordinating, facilitating and implementing meetings, initiatives, activities and programs focused around the five driver areas of the Our Upstate Vision.

Basic Requirements:

- Bachelor's Degree
- Minimum of three years of full-time work experience in a professional setting
- Experience coordinating work groups, volunteers or committees
- Proficiency with Microsoft Office products (Excel, Word, PowerPoint)
- Experience in developing and managing web sites (please provide samples)
- Writing proficiency (please provide samples)
- Attention to detail and the ability to produce quality work in a timely manner
- Ability to manage multiple projects or initiatives at one time
- Ability to work independently and accomplish tasks with minimal daily supervision
- Knowledge of South Carolina's Upstate
- Strong organizational and customer service skills

Key responsibilities:

1. Coordinate regular meetings, activities and initiatives for task forces and committees around the five driver areas of the Our Upstate Vision.
2. Regularly communicate with task force, committee members and other volunteers.
3. Conduct research related to projects, initiatives and driver areas.
4. Write reports, white papers, summaries and support material as needed.
5. Regularly update web site components with information related to task forces and committees.
6. Facilitate committee and task force meetings.
7. Conduct presentations and represent organization in a professional manner at meetings and other community events.
8. Become familiar with key stakeholders within task force areas and across the ten Upstate counties.
9. Flexible schedule that allows for occasional attendance at early morning or late afternoon meetings as well as travel across the Upstate and occasionally to other parts of South Carolina.
10. Writing and coordinating the mailing of correspondence to funding partners and stakeholders across the Upstate.
11. Manage mailing lists including task forces, elected officials, board of directors and other stakeholder groups.
12. Assisting with event management of forums and workshops across the Upstate.
13. Other duties as assigned by the Executive Director.

Position Information:

- Full-time 40-hour per week salaried position
- Salary Range: \$32,000-\$40,000 (depending on experience and background)
- Benefits include health insurance stipend, paid vacation, use of company cell phone and paid holidays
- Application Deadline is August 5, 2013
- Projected start date is September 3, 2013

Submission Information:

Interested candidates should send cover letter, resume and support materials by e-mail or standard mail to:

Dean Hybl

Executive Director

Ten at the Top

124 Verdae Boulevard, Suite 202

Greenville, SC 29607

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