



Job Description
Associate Program Director, Human Services
County Solutions and Innovation Department

POSITIONS SUMMARY:

The National Association of Counties (NACo) in Washington, D.C., announces an opening for an Associate Program Director to lead the association's human services portfolio. The duties include a variety of professional assignments aimed at informing, educating and assisting county officials across the United States who are building early childhood development systems. This position requires an individual who is a self-starter, takes initiative and makes a good first impression of the organization and its programming. Applicants must have experience with and knowledge of human services, social services, education and child welfare issues with a focus on early childhood development.

This is a new position created to lead the Association's activities in a national initiative addressing early childhood development. This position offers a great opportunity to develop a new program area.

POSITION RESPONSIBILITIES:

- Managing the day-to-day quality, conduct and completion of project deliverables and ongoing relations with foundation partners, other NACo departments and members, as an active part of a team.
- Providing technical assistance to county officials; responding to requests for information; making presentations at national; regional; state and local meetings; initiating peer-to-peer exchanges between and among county officials; disseminating best practices information; and acting as liaison between NACo members, foundations, government agencies and non-profit organizations.
- Conducting research and studies of best practices and developing and writing publications.
- Planning and implementing workshops, mini-forums, presentations and meetings for NACo conferences.
- Planning, facilitating and completing webinars, news articles and social media campaigns to support relevant project deliverables.
- Coordinating program activities within NACo and with other national, regional and state based organizations to maximize the educational benefits to county governments.
- Representing NACo and the County Solutions and Innovation Department in NACo-wide activities, including conference planning and implementation, membership recruitment and

retention, marketing, website updates and maintenance, *County News* articles and contributions, and internal and external meetings.

- Providing staff support for NACo advisory committees and affiliate organizations, as assigned.
- Participating in program development activities, including identifying potential funding organizations; writing grant proposals; establishing project objectives, activities and deliverables; and developing project budgets.
- Other duties as assigned.

QUALIFICATIONS:

7-10 years' experience required, prefer master's degree and education and/or experience in public policy, human services field or related area.

Must possess the following:

- excellent oral and written communications skills;
- ability to manage multiple projects;
- ability and willingness to work as part of a team;
- ability to meet deadlines and work well under pressure;
- ability to work well in a political environment;
- ability to work well with external partners; and
- knowledge of local governments and relevant organizations.

APPLICATION PROCESS:

Interested candidates should send a cover letter, resume and salary requirements to resumes@naco.org or go on line for more information at www.NACo.org.

Employees of NACo enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; tuition reimbursement; group life insurance, 401(k) match and pension plans, credit union membership; and short-term/long-term disability coverage.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.