



**National Association of Counties  
Job Description  
Program Manager, Human Services  
County Solutions and Innovation Department**

***POSITION SUMMARY:***

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a program manager for Human Services. The individual will assume project management responsibility for assisting in the development and implementation of an early childhood development project. The duties include a variety of professional assignments aimed at informing, educating and assisting county officials across the United States on human services issues ranging from quality childcare to access to health and human services systems. This position requires an individual who is a self-starter, takes initiative and makes a good first impression of the organization and its human services programming. Applicants must have some experience with and knowledge of local human services systems.

This position is wholly dependent on outside funding support. NACo currently intends to continue the position through 2018, though it is intended and likely to remain beyond that date.

***POSITION RESPONSIBILITIES***

- Managing the day-to-day quality, conduct and completion of project deliverables and ongoing relations with partners.
- 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 and government agencies and non-profit organizations.
- Conducting research and studies of best practices and developing and writing publications.
- Planning and implementing workshops, presentations and meetings for NACo conferences.
- Planning and implementing state and regional workshops and conferences in conjunction with state associations of counties, other national local government organizations and grantors.
- Coordinating program activities within NACo and with other national, regional and state based organizations to maximize the educational benefits to counties and other local government jurisdictions.
- 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.

- Monitoring project budgets and expenses and recommending budget adjustments when necessary.
- 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:***

5-7 years' experience required, prefer master's degree and education and/or experience in the education, human services, public policy or related area.

Must possess the following:

- excellent oral and written communications skills;
- ability to manage multiple projects and budgets;
- ability to meet deadlines and work well under pressure;
- ability to work well in a political environment;
- ability to work well with external partners;
- knowledge of local governments and relevant organizations;
- knowledge of issues related to local human services systems;
- experience with appropriate software.

### ***APPLICATION PROCESS:***

**Interested candidates should send a cover letter, resume and salary requirements to [resumes@naco.org](mailto:resumes@naco.org) or go on line for more information at [www.NACo.org](http://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.