



ACADEMY *for* HUMAN RIGHTS

CHANGE THE WORLD.

PROGRAM MANAGER JOB DESCRIPTION

OUR MISSION

The mission of the Academy for Human Rights is to provide impactful human rights education for teachers, students, and community, empowering all to lead informed and contributory lives.

OUR VISION

The vision of the Academy for Human Rights is to ensure a more just, equitable, and sustainable world by creating an informed public, and lending collective force to change the world for good.

POSITION OBJECTIVE

The Program Manager at the Academy for Human Rights is responsible for overseeing and implementing key educational events and webinars throughout the year, aimed at empowering educators and the public with impactful human rights education. Collaborating closely with internal stakeholders like the Teacher Training Director and Summer Symposium Director, they ensure seamless execution of programs such as the fall teacher training event and Summer Symposium. By maintaining detailed records, developing assessment tools, and fostering relationships with community partners, the Program Manager plays a vital role in advancing the organization's mission of creating a more just, equitable, and informed society. The Program Manager reports directly to the Executive Director and collaborates closely with the Summer Symposium Director and Teacher Training Coordinator.

DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Organize and execute an annual Spring event and Winter webinar for educators and the public, ensuring all aspects of planning and implementation meet organizational standards.
- Collaborate with the Teacher Training Director to support planning efforts for the fall teacher training event and with the Summer Symposium Director for the Summer Symposium, ensuring seamless coordination and execution.
- Maintain meticulous program records and documentation to facilitate accurate reporting and evaluation of program activities.
- Assist in the development of annual budgets and financial reports, ensuring alignment with program goals and objectives.
- Develop and implement assessment tools to measure program impact and success, providing insights for continuous improvement.
- Prepare regular reports detailing program activities, outcomes, and financial status for review by stakeholders and management.
- Identify opportunities for program enhancement and recommend strategic changes to optimize effectiveness.
- Cultivate and nurture relationships with community partners including sponsors, donors, and stakeholders to foster collaboration and support for program initiatives.
- Represent the organization at community events, meetings, and conferences to promote program achievements and initiatives.



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- Communicate program updates, outcomes, and impact to stakeholders through effective and timely communication channels on a quarterly basis.
- Monitor program activities to ensure timely delivery and adherence to budgetary constraints, implementing corrective actions as needed to maintain program integrity.
- Other duties as assigned, including special projects and event management determined by the Executive Director.

COMPENSATION

The Program Manager will operate as a 1099 independent contractor and receive a compensation stipend equivalent to \$2,400/year. The Program Manager is expected to work an average of 2.5 hours per week at an approximate hourly rate of \$18.46/hour. As a 1099 independent contractor, no additional benefits (health care, PTO, etc.) are included and the contractor is responsible for all State and Federal Income Taxes.

TO APPLY

Please email your cover letter and resume in a single PDF document to AHR Executive Director Andrew Beiter at info@academyforhumanrights.org by Friday, March 14, 2025.