



Program Manager

Reports to: Programs Lead

Location: Remote, US Work Authorization Required

International travel required: Up to 10%

Status: Full-Time

Salary: \$70,000 annually

About PCI Media

A NY-based nonprofit, PCI Media empowers global change through storytelling and community. We value the right of every person to live a self-determined life on a healthy planet.

Working with communities we produce creative media and communications to create a healthier, more sustainable, and just world. Grounded in the principles of Social and Behavior Change Communication (SBCC), our work promotes “love, not loss,” focusing on the power of aspirational narrative for positive change. With our partners around the world, we’ve produced more than 150 story-based communications and media, reaching more than 2 billion people in over 70 countries. For more information visit www.pcimedia.org.

About the Position

Reporting to a Programs Lead, the Program Manager is responsible for supporting and contributing to the design and implementation of programs across our three program portfolios.

Duties and Responsibilities:

Program Management:

- Manage and support the development of SBCC strategies and materials (e.g., compendiums and toolkits, infographics, social media assets, printed and broadcast products)
- Manage relationships with funders, clients, and partners to ensure high quality and timely delivery of projects, under the advisement of Programs Lead and VP of Programs.
- Manage program workplans and coordinate with Programs Lead and Production Manager for revisions or adjustments.
- Conduct formative research to develop inception reports and situation analyses to inform program design.
- Support the monitoring and evaluation of PCI's behavior change communication programs.

- Organize and contribute to events and workshops, including making logistical arrangements, preparation of presentations, notetaking, and writing reports.
- Draft correspondence to program partners, coalition members and implementing partners concerning program updates and requests for feedback, and track responses.
- Support programmatic reporting

Portfolio Development

- Support proposal writing and budget creation.
- Remain current with news and trends related to PCI Media's work.

Supervision and Support

- Liaise with development, communications, and M&E functions, providing programs-related support as needed.

Qualifications

PCI Media works on a wide range of issues, broadly categorized under the three portfolios - Empowered People, Livable Planet, and Healthy Living. A great deal of our work is multi-thematic, and we work to ensure gender and social inclusion in all our programs. Experience in communications, particularly Communications for Development or Social and Behavior Change Communications are especially desirable.

Required capabilities:

- Bachelor's Degree in a related field
- Familiar with Office 365
- English fluency required. Ability to also speak other UN official languages preferred.
- Experience working in international settings and/or developing countries.
- Excellent writing and copy-editing skills

Benefits

Comprehensive benefits package includes competitive compensation, healthcare coverage (medical, dental, vision, life and disability), generous paid time off, retirement plan, and more!

How to Apply

Please send your cover letter and resume to jobs@pcimedia.org, with "Program Manager- NAME" in the subject line. The position will remain open until filled, and only shortlisted candidates will be contacted.