

Job Title: Senior Program Administrator

Company: Isaiah House

Location: East Orange, NJ

Isaiah House is seeking a highly organized and dedicated Senior Program Administrator to join our team. This individual will be responsible for overseeing special events, managing community engagement initiatives, and providing direction and guidance to our Program Managers. The ideal candidate will have a strong ability to multitask, exceptional communication skills, and a passion for supporting our mission.

Responsibilities:

1. Provide overall direction and guidance to Program Managers, ensuring all Isaiah House programs meet their objectives and align with the organization's mission.
2. Assess program needs, initiate changes, and maintain member satisfaction and engagement.
3. Manage all general email and direct message inquiries for Isaiah House, ensuring timely and effective responses.
4. Directly assist the Executive Director with administrative tasks and serve as a spokesperson for the organization, representing our programs to the public.
5. Handle day-to-day issues that arise within the five units, including mediations between staff and reporting on general program performance.
6. Proactively identify opportunities for program improvements and necessary adjustments, allowing the Deputy Director and Executive Director to focus on their core responsibilities.
7. The Senior Program Administrator will report directly to the Executive Director.

Requirements:

1. Bachelor's degree in a relevant field.
2. 2-4 years of experience in program administration or a related field.
3. Exceptional organizational and multitasking skills.
4. Strong interpersonal skills and the ability to mediate between staff members.
5. Excellent verbal and written communication skills, with experience in public speaking and representing an organization.
6. Proficiency in Microsoft Office Suite and experience with email management.
7. Passion for the mission of Isaiah House and commitment to making a difference in the lives of our members.

If you are a driven, compassionate, and experienced professional who is eager to take on a challenging and rewarding role at Isaiah House, please apply!