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| Job Title: | **Program Manager** | | |
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| Salary Grade: | **15** | | |
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| Title Code: | **P0607** | | |
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| FLSA Status: | **Exempt** | | |
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| **Position Function** | | | |
| Manages the operational planning and execution of a multifaceted program to assist with training and technical assistance activities of the Older Individuals who are Blind Technical Assistance Center (OIB-TAC), housed within the National Research and Training Center (NRTC). The target audiences of the OIB-TAC are older blind program administrators and direct service staff. The Program Manager is part of the training team and exercises considerable independence and technical judgment in performing duties. Remote work will be allowed due to the nature of the position. | | | |
| **Essential Duties and Responsibilities** | | | |
| The primary responsibility of this position is to manage all carryforward OIB-TAC grant projects from October 2021 through September 2022, including all or some of the following major tasks:   1. Assist with the selection of an external web designer vendor and work with them to update the Community of Practice (CoP) website to improve functionality and usability 2. Identify all resource materials needed for the CoP website    1. Evaluate existing materials on the CoP website    2. Search for needed new materials    3. Obtain permission to post already existing materials    4. When needed material is not currently available, develop material or engage consultants to develop materials 3. Develop or oversee the development of five 1-hour online continuing education courses 4. Work with a consultant to develop promotional recruitment video for older blind rehabilitation profession 5. Work with a consultant to launch and monitor/track a digital campaign that will target individuals who would benefit from participation in the OIB program 6. Identify companies and get bids for the recording of Lessons for living in Spanish 7. Identify a company to translate TimeToBeBold ad campaign print materials into Spanish 8. Work with psa3 to promote the TimeToBeBold ad campaign 9. Oversee the work of consultants for these projects, providing feedback and guidance as needed 10. Provide updates on these activities at weekly and monthly staff meetings and for the quarterly and annual reports 11. Perform miscellaneous job-related duties as assigned | | | |
| **Supervisory Responsibility** | | | |
| May be responsible for training, assisting, or assigning tasks to others. | | | |
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| *The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all the duties may be assigned to a position.* | | | |
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| **Minimum Required Education and Experience** | | | |
|  | | **Minimum** | **Focus** |
| **Education** | | Bachelor’s degree | Rehabilitation Counseling, Gerontology, Vision Rehabilitation Therapy/Rehabilitation Teaching, Orientation & Mobility, or related field |
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| **Experience (yrs.)** | | Three years | Directly related to the job duties and responsibilities specified |
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| **Preferred Qualifications:**   1. Master’s degree in Rehabilitation Counseling, Gerontology, Vision Rehabilitation Therapy/Rehabilitation Teaching, Orientation & Mobility, or a related field strongly preferred 2. Certification credentials/licensure in at least one rehabilitation-related area 3. Experience working with seniors with vision loss 4. Knowledge and experience in the use of current/emerging assistive technology used by the visually impaired   **Knowledge, Skills, and Abilities:** | | | |
| 1. Knowledge of the unique needs of seniors with vision loss 2. Proficiency in the use of Microsoft Word, Excel, and PowerPoint software 3. Strong interpersonal and communication skills 4. Ability to work effectively with a wide range of constituencies in a diverse community 5. Skill in organizing resources and establishing priorities 6. Knowledge of management principles. 7. Program planning and implementation skills | | | |
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| **Physical Requirements:** | | | |
| * Very limited physical effort required * Limited travel   If you are interested in helping the NRTC accomplish its mission, please apply for the position at Mississippi State University’s website: http://explore.msujobs.msstate.edu, PARF Number 503158 (job title–Program Manager), and submit a letter of application, resume or curriculum vitae, and names and contact information for at least three references to NRTCjobs@colled.msstate.edu. Contact Kendra Farrow ([kfarrow@colled.msstate.edu](mailto:kfarrow@colled.msstate.edu)) if you have questions. Persons with disabilities, including those with vision impairments, are urged to apply. View the NRTC website at <http://blind.msstate.edu/> | | | |
| **Date:** August 31, 2021 | | | |
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