



May, 2018

Open Position	Program Manager
<p>Summary</p>	<p>The United States International Council on Disabilities’ (USICD) mission is to promote the rights and full participation of persons with disabilities through global engagement and United States foreign affairs, including Senate ratification of the U.N. disabilities rights treaty, the Convention on the Rights of Persons with Disabilities. USICD’s leadership profile and project portfolio offer a unique opportunity to join a groundbreaking organization supporting the rights of people with disabilities around the world.</p> <p>USICD seeks a full-time Program Manager for our Washington, DC office. As a member of a small team led by the Executive Director, with the support of an engaging Board of Directors, the Program Manager will have the opportunity to help shape USICD in its capacity, initiatives, reach and impact.</p> <p>This position has three major responsibilities:</p> <ul style="list-style-type: none"> • Managing USICD’s programs • Content management, to include social media • Developing training plans and providing training <p>Managing programs will include reporting to funding partners and other stakeholders, and conducting and tracking evaluations of program performance.</p>
<p>Qualifications Summary</p>	<p>USICD seeks a program manager with:</p> <ul style="list-style-type: none"> • bachelor’s or master’s degree in international or disability studies with at least 3 years’ experience • a commitment to the advancement of people with disabilities and knowledge of disability cultures in the United States and internationally • experience in project-lifecycle planning • strong organization and time-management skills • solid interpersonal skills and being a powerful and efficient communicator • proven knowledge of electronic communication, web content management, and common office software programs • an ability to work collaboratively and to take direction.

	<ul style="list-style-type: none"> availability to travel as required to speak with potential partners, attend conferences, and manage program implementation.
Applicants	<p>Applicants should provide a cover letter, a resume, and three references. The material submitted should highlight examples of past projects the applicant has managed to develop information products, including internet sites and newsletters.</p> <p>Application submissions by email are preferred.</p>
Deadline	This position will remain open for applications until the position is filled.
Contact	Please send responses or inquiries to Isabel Hodge, Executive Director, at ihodge@usidc.org

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