



## Inner Circles Program Manager (2-3)

### Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

### Position Overview

The Inner Circles Program Manager will work closely with the Director of Learning Programs and other Learning Programs volunteers to plan and facilitate our monthly Inner Circles workshops, which are small-group discussion circles based around various topics relevant to the nonprofit industry.

### Primary Responsibilities

- Fully plan 3-6 Inner Circles events each year, including, but not limited to:
  - Reserve the event space and food and beverage request.
  - Outreach to a workshop speaker/facilitator or serve as the workshop facilitator/ moderator when needed.
  - Be onsite for event setup and breakdown.
  - Work with the Communications Committee to promote the events, including writing event descriptions.
  - Ensure that all attendees are checked-in.
  - Create program materials

### Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Excellent interpersonal and customer service abilities.
- Interest and background in event planning.
- Strong organizational skills.
- Interested in the non-profit field and YNPNdc mission and vision.
- Ability to dedicate time to the position and organization (2-4 hours per month, must attend at least 5 networking events in one year).

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.



Apply at <https://forms.gle/35M6PTwpZR65KuWf6>