

Position Description
Program Officer
NMI Council for the Humanities

The Program officer assists the Executive Director in the development and implementation of the Council's programs, activities and community grants. The Program Officer:

- (1). Consults with interested community groups and members regarding potential humanities projects and provides appropriate technical assistance and advice as needed.
- (2). Reviews community grant applications, evaluating them for soundness of project design, humanities content, cost allowability, and adherence to the Council's Strategic Master Plan.
- (3). Oversees the development, implementation, and evaluation of Council-conducted projects in conjunction with the Executive Director and Board.
- (4). Communicates information about the Council and its programs to policymakers, target audiences, donors, and the general public.
- (5). Conducts periodic community grant writing workshops on Saipan, Tinian and Rota.
- (6). Drafts applications for public and private grants to support Council programs and projects.
- (7). Prepares quarterly status reports of Council-conducted projects and community grants.
- (8). Prepares letters and memoranda for the Executive Director's signature.
- (9). Prepares minutes of Council committee and board meetings.
- (10). Assists with the preparation of the Council's *Annual Report*.
- (11). Assists with updating content on the Council's website.
- (12). Assists with Council fundraising activities.
- (13). Undertakes other work as assigned by the Executive Director and/or board.