

Chatham County Courthouse
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**OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES**

JOB POSTING

Position: PROGRAM DIRECTOR
Department: Chatham County District Attorney's Office, **(Program Director)**
Salary Range: \$49,041 – \$80,918

The District Attorney's Office of the Eastern Judicial Circuit has openings for a Program Director to oversee and manage various projects, programs and events sponsored by the District Attorney's Office. Candidates who meet the minimum qualifications are welcome to apply.

General Duties include, but are not limited to:

- Implementing and overseeing the development of multiple programs within the DA's Office.
- Create and/or modify programs that further institutional goals and the mission and vision of the department, develop content and curriculum for same and implement performance measures to track the overall success of each program and report back to the executive team.
- Act as the Point of Contact for all outside programs and partnerships.
- Oversees and coordinates all external and community-based events for the organization.

Minimum Qualifications: Ideal candidate must have a bachelor's degree or the equivalent. Must be highly organized and demonstrate proven experience as a program director, project manager, event coordinator or other managerial experience. Candidate must have excellent written and verbal communication skills. Experience in grant writing and/or digital, print and media marketing are an absolute plus. Candidate must demonstrate superior problem-solving and strategic management skills.

To Apply: Email your resume and cover letter to daoemployment@chathamcounty.com

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.