Job Description

TITLE: Program Manager, IFCN

DEPARTMENT: International Fact-Checking Network (IFCN)

FLSA STATUS: Full-Time, Salaried, Exempt

REPORTS TO: Director, International Fact-Checking Network

OVERALL JOB RESPONSIBILITY
The overall job responsibility of the Program Manager is to help lead, define and execute high priority programs for the IFCN and assist with the day-to-day management of the IFCN so as to push forward the field of fact-checking.

POSITION RESPONSIBILITIES

● Plans, executes and evaluates specific International Fact-Checking Network (IFCN) programs, including but not limited to:
  o Directing the IFCN Fellowships and the crowdfunding match
  o Coordinating the efforts on the International Fact-Checking Day
  o Managing the Fact-Checking Innovation Initiative
  o Providing impact-tracking efforts of fact-checking work internationally

● Promotes best practices by:
  o Producing a research catalog of academic findings related to fact-checking
  o Organizing Google Hangouts and other online exchanges among fact-checkers.
  o Managing the dedicated Google group, Slack channel and other communication channels of IFCN

● Co-organizes Global Fact, the premier annual international gathering of fact-checkers
● Co-organizes IFCN’s in-person trainings around the world
● Conducts the certification process of the IFCN’s Code of Principles.
● Assists with the day-to-day operations and logistics of the IFCN and,
● Proposes and executes new ideas to extend the reach and impact of the IFCN.
● Supports the Director of IFCN and Director of Advancement at Poynter in IFCN’s grantmaking and reporting efforts.
● Other duties as assigned.

RELATIONSHIP RESPONSIBILITIES

SUPERVISION RECEIVED: The Program Manager reports to the Director of the International Fact-Checking Network. The Director of the IFCN is responsible for monitoring employee’s progress and performance and will conduct the annual performance review.

SUPERVISION EXERCISED: None.

INTERNAL AND EXTERNAL RELATIONSHIPS

INTERNAL: The Program Manager has daily contact with colleagues in the IFCN area. He/she has contact with Poynter administration, faculty and staff, as needed.

EXTERNAL: The Program Manager will have relationships with fact-checkers around the world, funding organizations and other key stakeholders to pursue the objectives of the IFCN.

POSITION SPECIFICATIONS

KNOWLEDGE & SKILLS: An understanding of the global fact-checking movement, verification, and debunking is fundamental, direct experience in an international fact-checking organization. A fluent speaker of English is required. Experience running large events, grant-writing or managing programs with international ramifications is essential. Minimum three-five years of previous work experience in a relevant position is required. College degree required. Position requires advanced administrative and intermediate computer skills. The Program Manager must be able to operate PC compatible and/or Macintosh computers. He/she should have intermediate to advanced skill level using Microsoft Word, Excel, PowerPoint and G suite apps. Previous experience using databases, a plus. Excellent grammar, composition and oral communication skills required. The Program Manager must be familiar with appropriate styles of office and professional correspondence, forms and related materials. Strong ability to read and interpret written
word and understand verbal instructions as related to any duties assigned a must. Familiarity with AP style and/or copyediting is desirable.

**PROBLEM-SOLVING/DECISION MAKING:** Work is diversified and involved. Duties require decisions that may necessitate devising new methods or modifying or adapting standard principles of practices to new or changed conditions. It requires discretion and judgment in making decisions, which generally are based upon precedent or standard operating policies and procedures. Involves a range of routine to more complicated matters.

**WORKING CONDITIONS**

**PHYSICAL DEMANDS:** Position requires sitting for extended periods, while at the computer and answering and placing calls. Requires a hands-on approach to events management. Requires the ability to communicate with other individuals (written and verbal) both inside and outside the organization, examine printed paperwork and check for accuracy. The person in this position must be able to manipulate fingers to operate a computer keyboard and mouse.

**WORK ENVIRONMENT:** Duties are performed in a non-smoking office environment. Must be able to work under deadlines as required and expect considerable disruption while performing work assignments. The Program Manager will be required to travel, including internationally, on behalf of the Institute.

EOE
No phone calls, please.
Position is in St. Petersburg, FL.
Relocation benefit is available for up to $3,000.
Annual Salary Range: $42- $52k
Send cover letter and resume via email to hiring2@poynter.org.
Deadline to apply: March 6, 2020
Start date for this position is in April.