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# Example of Program Executive Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of program executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program executive

* Adhering to regulatory, quality and compliance guidelines and appropriate level of SOP competence measured against quality standards
* Assist Executive Director on many levels (all things related to the computer, ie email, research and dictation)
* Proficient with Apple computers and software
* Troubleshoot internet and wifi network
* Maintain website - no actual coding skills are required
* Fulfill sales/orders through the website and for handling the organization's online Amazon account, including generating reports and updating sales items
* Maintain, update and back up office computers and digital assets
* Work closely with the Managing Director to plan events
* Update contacts in database
* Produce mailing lists and form letters for mass mailings

## Qualifications for program executive

* Candidates should be comfortable using InDesign and Photoshop, since the position regularly edits or creates images, photos, brochures, catalogs, for events, the website and for mass mailings
* Candidates should be comfortable using Final Cut Studio, including Final Cut Pro, Compressor and DVD Studio Pro
* Responsible for working with editors and A/V technicians to create and present video pieces for events
* Responsible for creating, copying and making DVDs
* Responsible for maintaining the organization's Vimeo and YouTube accounts, including converting between video formats as appropriate and uploading videos
* Research suitable prospective foundations for grant applications for film projects