



Example of Engagement Program Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of engagement program manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for engagement program manager

- Partner with the Executive Briefing Center Manager to formalize the EBC on the Road program and help manage the overall process and execution events on the road
- Own tracking activities, if assigned by Event Owner
- Greet and screen walk-in requests using best practice customer service skills
- Direct walk-in students and visitors to appropriate staff
- Schedule meetings for staff and advisers using centralized record system
- Interpret student needs and provide resources, information, and direction as needed
- Craft correspondence for the office
- Maintain records and update records as directed
- Provide back-up support for office special events
- In this role, the program manager will partner closely with both the Enterprise Analytics and HR Analytics team to support the development of the Engagement Dashboard and validation of Engagement Data when presented to leadership

Qualifications for engagement program manager

- Problem-solving, negotiation and decision-making skills, ability to establish strong relationships and influence management, internal partners
- Broad-based knowledge of information security

- BS degree in Exercise Science, Kinesiology, or a related field, plus 3-5 years of relevant experience
- Role-model behavior
- Bachelor's degree in Business, Marketing, Management or related field