MPA STUDENTS AND FACULTY:

I hope everyone had a great week! I am sure the students are excited midterms are, for the most part, behind you!

Find below the following information/news:

1) Spring 2014 Schedule
2) MPA FACEBOOK
3) Information Session
4) Position at Arts Council of the Valley
5) PMI Program
6) Winter/Holiday Social
7) Recent Job Postings

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SPRING 2014 SCHEDULE

Registration for spring 2013 is right around the corner. Registration begins Monday, October 28. Please review the schedule below and let me know if you have any questions. Let me know if you need to set up an advising session with me.

COURSE NUMBER	COURSE TITLE	PROFESSOR	TIME
Mon/Wed/Fri			
PUAD 583	Post Conflict Societies ***(listed as Emerging Issues but will count as POSC 540)***	Dr. Hulsey	1:15-2:15
MONDAYS			
PUAD 571	Financial Management	Dr. Weikart	6:30-9:00
PUAD 607	Policy Analysis	Dr. Peaslee	6:30-9:00
PUAD 692	Capstone	Dr. Swartz	3:35-6:05
PUAD 620 **(ROANOKE ONLY)**	Foundations of Public Administration **(ROANOKE ONLY)**	Dr. Mayhew	6:30-9:00
TUESDAYS			
PUAD 606	Program Evaluation	Dr. Cleveland	6:30-9:00
PUAD 663	Philanthropy & Volunteerism	Dr. Taylor	6:30-9:00
WEDNESDAYS			
PUAD 584	Environmental Regulatory Policy & Politics	Dr. Alexander	6:30-9:00
PUAD 630	Public Personnel	Dr. Roberts	6:30-9:00
THURSDAYS			
PUAD 572	Contract Management	Dr. Mayhew	6:30-9:00
PUAD 606 **(ROANOKE ONLY**)	Program Evaluation **(ROANOKE ONLY)**	Dr. Cleveland	6:30-9:00

FACEBOOK

For those of you unaware, the MPA Program has a Facebook page! We have had a page for a few years now but it has been fairly inactive. That is and has been changing lately! Let me know if you are already not a member. I believe all students at this point should be as long as you have a Facebook account. Most of our most recent alumni are

members as well. Feel free to post information you'd like to share! I certainly have been!

INFORMATION SESSION

Demand for our program continues to grow which is great! I'm holding an information session for our 5-Year program next Thursday at 4pm in Miller 1107. See attached flier and let anyone know about the info session if you know any undergrads who may be interested. The 5-Year program is open to any discipline across campus--not just PPA. Any current 5-Year students who would like to come and talk to interested students, let me know!

POSITION AT ARTS COUNCIL

I am on the Board of Directors for the Arts Council of the Valley located in downtown Harrisonburg (see Arts Council website here: http://www.valleyarts.org/) . The Arts Council is looking to fill for a part-time bookkeeper/accounting position. The pay is $17.00 an hour. The Executive Director will consider hiring a student if the right student comes along. This is an excellent opportunity to see the financial side of a pretty cool nonprofit if you are interested in the nonprofit career path. See attached flier for more information.

PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

The Presidential Management Fellows (PMF) Program is now accepting applications for the 2014 class. It is a great program that matches graduate students with federal agencies. It is a wonderful way to jumpstart your career and gain better insight into the federal bureaucracy. As described on the website, if selected, you will get full salary and benefits, rotational assignments, and feedback on your work. Learn more and apply now:http://www.pmf.gov/opportunity/index.aspx

Eligibility

New eligibility criteria can be found under the Become a PMF\Eligibility section.

Selection Process

The Presidential Management Fellows Program selection process is straightforward and consists of four parts:

1. Application

Applicants will be able to apply to the PMF Program via an announcement on USAJOBS (www.usajobs.gov) or via a link posted on the Become a PMF\Application Process\How to Apply section on this website. During the application process, students create an on-line account in our application system.

2. Assessment and Finalist Selection

There are two phases to the assessment process. Applicants are directed to complete the on-line assessment during the application process; this is the first phase of the assessment process. The on-line assessment is un-timed and un-proctored. The on-line assessment will help determine the selection of Semi-Finalists.

The second phase is an in-person assessment. If the Semi-Finalist scores sufficiently high on the on-line assessment, he or she will be invited to schedule and participate in one

of the assessment center locations to participate in an in-person assessment. An "Assessment Preparation Guide" is available under the "Become A PMF\Assessment Process" section on this website. The Guide will be posted prior to the launch of the application and may be updated throughout the application cycle.
Information on the entire assessment process can be found in the above referenced "Assessment Preparation Guide". In addition, the in-person assessment center locations can be found under the Become a PMF\Assessment Process section on this website.
Students who are among the highest scoring on the in-person assessment will become "Finalists" and move to the next phase of the process.

4. Agency Placement as a Fellow

Finalists can apply to openings at specific Federal Agencies as a Presidential Management Fellow. Finalists who receive a job offer from an agency, subject to a background investigation, must be appointed within twelve months of the official announcement of their selection as a Finalist.

WINTER/HOLIDAY SOCIAL

Several have asked whether or not Ben and I plan to host our third annual winter/holiday. The answer is.....OF COURSE WE WILL! We will look at our calendars and let you know the best date for the get together. It will be sometime in early December.

RECENT JOB POSTINGS

See attached flier.

As always, let me know if you need anything from me!
Have a great weekend!
Dr. Swartz

Dr. Nicholas J Swartz
Master of Public Administration Program Director
Assistant Professor of Public Policy and Administration
School of Public and International Affairs
Department of Political Science
James Madison University
540-568-5830
www.jmu.edu/mpa

INFORMATION SESSION

Are you interested in finding out more information about the 5-Year MPA Program?

Information Session for the 5-Year MPA Program

JAMES MADISON UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION PROGRAM

Thursday October 24, 2013
Miller Hall Room, 1107

Beginning at 4:00 pm

School of PUBLIC AND INTERNATIONAL AFFAIRS

NASPAA ACCREDITED
The Commission on Peer Review & Accreditation

www.jmu.edu/MPA

Part-time Bookkeeper/Accountant

(1099 contract position)

The Arts Council of the Valley, a 501c3 nonprofit organization, seeks a part-time bookkeeper and accountant to assist with its financial operation. The position requires 10-15 hours per week dependent on Arts Council workload, and at a starting pay rate of $17.00/hour.

Job Responsibilities:

- Accounting and Month End Close
- General Ledger Reporting and Reconciling
- Financial Statement Reporting
- Accounts Receivable and Accounts Payable
- Tax Reporting
- Payroll
- New Hire Processing
- Financial Analysis
- Cash Flow Reporting
- Provides Organization's Financial Information for Annual Audit
- Filing, Organizing, Invoicing and Mailing Financial Paperwork

Requirements:

- Degree in business, accounting, and/or administration, preferred; student or recent graduate within one of the aforementioned disciplines will also be considered
- Strong MS Excel experience
- Quickbooks on-line, or knowledge of similar accounting software
- Previous finance/accounting/administrative experience in a professional atmosphere is helpful
- Working knowledge of nonprofit financial structure and tax filing
- Individual MUST be personable, trustworthy, and reliable, as well as capable of hitting deadlines for financial materials

Flexible schedule with some work-from-home hours possible. Creative, fun, and fast-paced office environment.

To apply submit cover letter and resume with a list of three references via email to:
Ragan McManus, Executive Director at Ragan@ValleyArts.org

Or by mail at:
Arts Council of the Valley
Attn: Ragan McManus, Executive Director
311 South Main Street
Harrisonburg, Virginia 22801

STATE:

Research and Policy Analyst
University of Virginia
Charlottesville, VA

The University of Virginia's Weldon Cooper Center's Public Service Research in Applied Demography is seeking a Research and Policy Analyst. The ideal applicant must have proficiency in statistical analysis, demonstrated skills in oral and written communication, and facility with GIS and data visualization to join our team in service to clients and the Commonwealth. Master's degree required, Ph.D. preferred.

For more information:
https://jobs.agencies.virginia.gov/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=865149

Behavioral Health Policy Analyst
Virginia Department of Medical Services
Richmond, VA

DMAS Division of Integrated Care and Behavioral Services seeks a mental health professional who will represent the agency on behavioral health issues on inter-agency committees and workgroups. This position acts as a point of contact for the Department and external staff on mental health issues and is responsible for developing policy analysis and new program initiatives for Medicaid, and other programs administered by the Department.

For more information:
https://jobs.agencies.virginia.gov/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=876466

Public Relations Coordinator
Virginia Department of Health
Richmond, VA

This position develops and manages a project plan, and develops and maintains an interactive database and information delivery systems (listserve, web blogs and Health Alert Network) to communicate with health care providers and other related groups throughout the state on public health issues of both routine and immediate importance and on public health issues of interest. The position coordinates the delivery of public health education, training and information on topics of public health significance to health care providers and other related groups.

For more information:
https://jobs.agencies.virginia.gov/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=874822

LOCAL:

Director of Economic Development

County of Loudoun, VA

Loudoun County, VA, is seeking an accomplished, experienced economic development leader for the position of Director of Economic Development. Under the direction of the County Administrator, the Director of Economic Development is responsible for the County's overall economic development strategies for attracting new business, reinvestment, job creation, retention of existing businesses and rural economic development. The Director of Economic Development oversees the Department with the mission to "provide excellent customer-focused economic development services to attract, grow and retain targeted businesses and to promote entrepreneurism, in order to diversify and strengthen Loudoun's economy." The Director develops and manages the Department's budget and operational work plans, ensuring that both reflect the Board of Supervisors' strategic plan, organizational goals, and priorities. He/she also keeps the County Administrator informed of all critical and ongoing economic development issues.

For more information: http://transformgov.org/en/JobAd/104102?returnUrl=/en/jobads

Economic Development Coordinator

Town of Ashland, VA

The Town of Ashland is seeking an experienced professional to coordinate activities related to economic development, expansion, recruitment and retention in the rapid growth I-95 corridor in the Richmond metro area. Knowledge of the economic development process and experience working in an economic development related environment is preferred. The successful applicant will establish and maintain effective and cooperative relationships with the existing business community and the general public. Work involves the production of confidential, comprehensive, and customized proposals using a variety of media. Must be comfortable with technology applications, website management/updating and the use of social media platforms as it relates to the business community. The individual maintains information on competitive business assistance programs, economic trends, demographics, labor, etc. The position requires a practical knowledge of the commercial real estate field and federal/state grant and incentive programs for new and existing businesses. The individual serves as the staff liaison for the Ashland Economic Development Authority, Ashland Main Street Association, and all local and regional business networking organizations. Strong knowledge of organization building and management is needed to form and maintain relationships with businesses, volunteer organizations, elected officials, and citizens. The position requires a bachelor's degree with a major in business, public administration, economics, marketing, or closely related discipline. Certified Economic Developer (CEcD) designation preferred. Position works under the direct supervision of the Director of Planning and Community Development and in concert with the Town Manager. Submit resume and application to: Town of Ashland, Wanda Cornwell, Assistant to the Town Manager, P.O. Box 1600, Ashland, VA 23005 or via e-mail at wcornwell@town.ashland.va.us. Info at www.town.ashland.va.us. Open until filled. EOE.

For more information: http://transformgov.org/en/JobAd/104055?returnUrl=/en/jobads

Assistant County Manager
County of Rockingham, NC

Rockingham County, North Carolina, invites applications for the position of Assistant County Manager. A primary responsibility for this position will be to maintain and build on the successes now in place. This includes leading the County's commitment to managing by outcomes and ensuring data-driven decision- making throughout the organization. This position will also play a primary role in budget development and assist in the management and long range planning of the County government. Work involves extensive contact with officials, department heads, media and the public. Strong, forward thinking, leadership abilities, as well as independent judgment, initiative, tact, and courtesy are required.

Minimum Qualifications: Bachelor's degree in public administration, business administration or a related field, with a master's degree in public administration preferred, and seven years of increasingly responsible experience in the administration and management of local government programs and personnel; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

For more information: http://transformgov.org/en/JobAd/103877?returnUrl=/en/jobads

PLANNING SUPERVISOR
The Maryland-National Capital Park and Planning Commission, Maryland

invites applications for the position of:

Planning Supervisor
(Position #11352, Grade J)

SALARY: $62,658.00 - $109,200.00 Annually
OPENING DATE: 09/23/13
CLOSING DATE: Continuous
DESCRIPTION: The Prince George's County Planning Department of The Maryland-National Capital Park and Planning Commission is seeking an experienced Planning Supervisor to manage the department's transportation planning group. As Planning Supervisor you will play a leading role in transportation planning activities including: reviewing proposed development projects for compliance with adequate public facility regulations and other transportation policies; long-range transportation planning of the county's road, transit, pedestrian, bicycle, and trail networks; development and utilization of complex transportation modeling programs; coordination of land use and transportation policy; and transportation strategies for small area master plans. You will be supervising a team of planners, technicians and consultants focused on achieving the county's vision of a multi-modal transportation network that connects residents to jobs and other activity centers equitably, efficiently, and safely. You will collaborate with county, state, and federal officials; affected community members, and neighborhood associations; land developers and their consultant teams. You will manage an efficient, transparent development review process. You will address the transportation needs of urban mixed-use development as well as more traditional suburban developments. The position reports to the Chief of the Countywide Planning Division.

For more information: http://transformgov.org/en/JobAd/104027?returnUrl=/en/jobads

Economic & Community Development Director
City of Germantown, TN

The City of Germantown, Tennessee is seeking applications for the position of the Economic & Community Development Director. Germantown, located just outside of Memphis, is one of Tennessee's most attractive and vibrant residential communities. With a population of approximately 41,000 its residents are proud of their city where thoughtful planning has created an excellent environment in which to live, work and play. For more information on our City please review http://www.germantown-tn.gov/. The Economic & Community Development Director reports to the City Administrator and serves as part of the City's executive leadership team. The Director is responsible for the organizational direction and leadership of the department with a staff of 18 employees and a budget of 2M across three divisions: Planning, Engineering, and Neighborhood Services. This individual serves as the key advisor to City officials, appointed boards and commissions, and civic groups on all departmental policy and program matters; and will play a critical role in the implementation of the City's strategic Economic Development Plan.
For more information: http://transformgov.org/en/JobAd/103950?returnUrl=/en/jobads

NONPROFIT:

Membership Assistant
Association of School Business Officials International

Reston, VA

We are seeking a dedicated, energetic, and detail-oriented Membership Assistant to serve as the primary point of contact for ASBO International members and potential members. Responsibilities include talking to members regularly; maintaining membership records and assisting the membership manager; strengthening communication with members; and following up with current, prospective and lapsed members. The Membership Assistant is a part-time position of approximately 10-15 hours weekly with flexible scheduling.
For more information: http://careercenter.nptimes.com/jobs/#/detail/5729750/1,false

Manager, Membership Development
Research!America

Alexandria, Virginia

Research!America, the nation's largest not-for-profit advocacy and public education alliance working to make research to improve health a higher national priority, is seeking a Manager of Membership Development. Our members are organizations across the sectors of the research for health ecosystem. Reporting to the Senior Director Membership and Development, the manager's varied responsibilities include, but are not limited to, managing monthly membership renewals, researching and recruiting new member prospects, staffing the members of the Board and Membership Committee, and maintaining the membership data base.

The ideal candidate will have a minimum of five years professional experience in a nonprofit, membership-based organization in a membership/development capacity, excellent writing and communications skills, demonstrated ability to represent the

organization to external audiences, and ability to manage multiple projects. We are looking for a strategic and critical thinker with an excellent work ethic who is detail-oriented and has superb organizational skills. Experience working membership organizations in the medical/health research sector, including the biopharmaceutical industry, is a plus. Demonstrated ability to represent the organization to external audiences, and ability to manage multiple projects. We are looking for a strategic and critical thinker with an excellent work ethic who is detail-oriented and has superb organizational skills. Experience working membership organizations in the medical/health research sector, including the biopharmaceutical industry, is a plus. To apply, e-mail resume and cover letter with salary history to hr@researchamerica.org by October 30, 2013. No phone calls please. EEO.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5747473/1,false

Program Planning Coordinator
Alliance for Academic Internal Medicine

Alexandria, Virginia

The Alliance for Academic Internal Medicine (AAIM) seeks an individual with project management experience, strong interpersonal skills, and supervisory skills to join the Educational Programs Team. This person will coordinate the program planning for AAIM's annual conferences; develop marketing strategies and campaigns; manage continuing medical education accreditation processes; and manage workshop and abstract submission and review processes. The coordinator position requires excellent customer service skills, particularly working with volunteers; sharp analytical skills; excellent written and oral communication skills; and adept management of multiple priorities across several constituent groups within the alliance. The position is highly visible and may require national travel.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5716098/3,false

Associate Director of Development
Women In Government

The Associate Director of Development is responsible for leading all fundraising efforts with particular emphasis upon corporate sponsorships, foundations, and federal grant programs. The Associate Director of Development provides oversight and management of the Development Department assuring that the departmental tasks are completed on schedule and organizational funding goals are met. This position supervises and works very closely with the Development Associate in achieving and executing all work. It requires the creation and execution of a strategic plan for growth of the organization in line with organizations directives, using new and nontraditional opportunities. As the chief fundraiser for the organization, the Associate Development Director must combine sponsor interests with Women In Government policy priorities to secure funding and build a donor base while at the same time provide stewardship of existing sponsors, attract new sponsors, and support the mission and strategic goals of our organization.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5742328/7,false

Grant Writer and Development Manager
Search and Care
New York, NY
Exceptional Growth Opportunity for Professional Person

Grants

- Research, write and coordinate all agency grant proposals and reports
- Maintain grants calendar

Development

- Interface and assist Board of Directors and Executive staff developing and implementing four annual fundraisers
- Develop and track two Annual Appeals
- Develop/test new fundraising strategies and initiatives
- Coordinate donor cultivation activities with Board and Executive staff
- Track and report results on all of the above

For more information: http://careercenter.nptimes.com/jobs/#/detail/5750284/6,false

Media Manager
WorldatWork
Washington, D.C.

WorldatWork, a global nonprofit human resources association, is seeking a media relations professional to execute the association's media strategy. This position will be based in our Washington, D.C. Office, located near McPherson Square Metro Station. WorldatWork is a nonprofit human resources association for professionals and organizations focused on compensation, benefits, work-life effectiveness and total rewards — strategies to attract, motivate and retain an engaged and productive workforce. WorldatWork and its affiliates provide comprehensive education, certification, research, advocacy and community, enhancing careers of professionals and, ultimately, achieving better results for the organizations they serve. WorldatWork has more than 65,000 members and subscribers worldwide; 95 percent of Fortune 500 companies employ a WorldatWork member. Founded in 1955, WorldatWork is affiliated with more than 70 local human resources associations and has offices in Scottsdale, Ariz., and Washington, D.C.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5751165/6,false

Membership Marketing and Chapter Relations Manager
American Society of Landscape Architects
Washington, D.C.

Nature of the Position: Provides support for ASLA chapters and works with the Director, Member and Chapter Services to achieve membership recruitment, engagement and retention goals. This position manages the relationship with chapters and coordinates the Society's membership recruitment and retention programs.

Assists in the creating, planning, and implementation of chapter-based and national membership recruitment and retention programs.
Assists in identifying, creating, planning, and developing new chapter programs and services.
Staff liaison to 48 chapters, providing support to Chapter Leaders pertaining to ASLA services and resources, member recruitment and retention campaigns, and chapter relations.
Acts as staff liaison in support of Chapter Presidents Council.
Manages the development and production of the monthly chapter membership email: Membership Minute.
Manages the development and hosting of the quarterly membership chair conference calls.
Coordinates chapter leadership visits from association staff and national leaders.
Coordinates student chapter activities, including ASLA's presence at LA BASH.
Manages chapter and student pages on www.asla.org.
Staffs the ASLA booth at annual trade show and other events.
Provides backup support for other member services staff as needed.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5745020/7,false

Project Coordinator (ANSI Standards Secretary)
The Rehabilitation Engineering and Assistive Technology Society of North America
Arlington, VA

The Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) is seeking an organized and detail-oriented Standards Secretary for the management of the Assistive Technology Standards Board (ATSB) and Committees. *This position is part time (approximately 20 hours/week at $20-$25 an hour, depending on experience) for the remainder of 2013, with the goal of becoming a full-time position with benefits effective January 2014. RESNA is a non-profit, international professional membership organization whose members have a common interest in technology and disability. For over 30 years, RESNA has been a respected and important voice dedicated to promoting the health and well-being of people with disabilities through increasing access to technology solutions.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5741734/9,false

Development Coordinator
Paralyzed Veterans of America
Washington, D.C.

A large downtown non-profit organization is seeking a full-time Development Coordinator for our Direct Marketing program in the Development Department.
The incumbent will provide the day to day management and administration of donor service operations including management of the call center and fulfillment process. Additional duties include the coordination of Chapter fundraising request forms from inception to completion.
Successful candidate will be motivated, dependable, have excellent organizational

and oral/written skills, good computer skills, and can work independently or in a team. One to two years direct marketing experience is required. An undergraduate degree is required, preferably in a marketing-related field. Previous database experience is a plus. We offer competitive salary and outstanding benefits.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5741631/11,false

Production Manager
Paralyzed Veterans of America

Washington, D.C.

A large national non-profit organization with a significant direct mail fundraising program is in search of a Direct Mail Production Manager. Position will be responsible for initiating and reviewing vendor bids, securing production vendors, and overseeing the production and delivery of over 100 million pieces of mail annually.

An undergraduate degree and 5 years direct marketing experience with a large organization required. The candidate must be highly organized, motivated, and have excellent oral and written skills. Candidate needs proven understanding and experience working with a large direct mail organization on either the non-profit or for-profit arena.

For more information: http://careercenter.nptimes.com/jobs/#/detail/5741662/11,false

Strategic Planning Specialist
United States Postal Service

Washington DC

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience.

Functional Purpose: Conducts advanced research and analysis in support of corporate strategies. Assists in developing the strategic plan and functional strategies, and in tracking and reporting progress of strategic activities.

DUTIES AND RESPONSIBILITIES:

1. Assists in the development of the organization-wide strategic plan and mission statement, long-term corporate strategies, and functional strategies.
2. Assists with translating strategic goals into operationally-defined performance metrics, ensuring strategic alignment, developing measurement processes, and tracking and reporting progress.
3. Monitors and analyzes internal and external environments to evaluate feasibility of strategies, evaluate progress, and identify significant events and risks. Provides summaries and reports of progress, including potential risks, misaligned activities, and recommendations. Includes maintaining knowledge of the organization, projecting and assessing the future environment, and making recommendations to modify objectives or strategies.
4. Coordinates with internal and external stakeholders to communicate strategies and provide

clarification as appropriate. Includes coordinating with Corporate Communications on messaging, the Law Department and Government Relations on legal reporting requirements and legislative issues, and providing information to external stakeholders such as the GAO, Congress, PRC and the OIG.
5. Serves as a group leader coordinating the activities of lower level employees, and employees assigned on a project or task force basis; makes assignments, monitors progress, and provides continuing guidance.
6. Provides technical advice, program guidance, and policy interpretation to Headquarters and field employees on strategic planning activities.
7. Conducts the most complex special studies on a variety of subjects to analyze the impact of new systems and procedures on the Postal Service.
8. Compiles data on trends and develops key forecasting data.
For more information: http://www.execsearches.com/non-profit-jobs/jobDetail.asp?job_id=26661

Contract Compliance and Procurement Officer
Department of Youth Rehabilitation Services
Laurel, Maryland
Incumbent serves as an advisor to the Administrative Officer of Department of Youth Rehabilitation Services (DYRS) and to the Supervisor Management Analyst on legislation, training, compliance's, and organization and policy issues relating to procurement and contracting activities in the Administration. Reviews contract and procurement documents and acts as a contracting officer for DYRS. Plans, develops, and assists appropriate official to implement a comprehensive contract compliance program. Establishes applicable guidelines and procedures for compliance review to effect technical resolution of controversial issued and problems. Reviews District and Federal laws, regulations and policies and develops appropriate procedures and systems to ensure compliance. Reviews and updates policy and procedure manuals and desk aids used by staff and prepare administrative issuance's and technical directive on procurement and contract matters. Provides technical assistance and training to staff and serves as technical support in procurement planning. Incumbent supervises professional and technical staff assigned to the Contracting and Procurement Unit. Supervision includes the review of work; utilization of employees to accomplish work objectives and to develop increased capabilities; developing performance standards and rating employee performance; recommending personal actions; and interviewing and selecting new employees. Also, is responsible for approving and disapproving leave, investigating complaints and resolving differences between employees; identifying the need for and providing training; and giving such guidance as needed to assure the expeditious accomplishment of work and the development and maintenance of competent staff.
For more information: http://www.execsearches.com/non-profit-jobs/jobDetail.asp?job_id=26626

Planning, Policy and Business Analyst
MCR
Springfield, Virginia

MCR is the trusted leader in integrated program management solutions. For 36 years, we have provided objectivity, smart thinking and the highest levels of support to help our clients get the job done, and done right. Our vast experience and knowledgeable people are our greatest assets. Their subject matter expertise, commitment to excellence and the high quality of their work, combined with our full suite of services, allows our clients to accomplish their missions and support national priorities. Our corporate values are based on integrity, excellence, honesty, service and trust. It is through these values that we form long-term client partnerships, build expertise, and attract and retain talented employees. For more information about MCR, LLC career opportunities, please visit www.mcri.com.
For more information: http://www.execsearches.com/non-profit-jobs/jobDetail.asp?job_id=26616

INTERNSHIPS:

Job Title: 2014 Spring Student Honors Program
Agency: Securities and Exchange Commission
Washington, D.C. (and other locations)
The SEC's Student Honors Program is a semester program for college students, graduate students and law students to become acquainted with the regulation of the securities market. Honors students work with SEC Staff members on projects covering a broad range of the Commission's mission such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules, to name a few responsibilities.
For more information: https://www.usajobs.gov/GetJob/ViewDetails/350728100