

## **Job Opening: Program Manager**

### **Description**

AAP is accepting expressions of interest for the position of Program Manager. AAP is at the forefront of a wide range of legal and public policy developments that drive progress in the twenty-first century, including copyright protections for publishers and authors, competitive online markets, public-private collaborations, and freedom of expression. In addition to delivering high quality advocacy for its member companies, AAP coordinates and produces authoritative industry wide information and statistics products.

This position is responsible for providing programmatic support for member and education programs provided to AAP's membership to advance the interests of the U.S. publishing industry. The Program Manager will support AAP senior staff in managing and delivering programs on policy and industry matters that impact the American publishing industry in the United States and abroad. This position reports to the Chief Operating Officer and is based in Washington, DC.

### **Experience**

Interested candidates should be a collaborative team-player, eager to work in a fast-paced, high-expectations environment, and adept at multitasking with skillsets in the following areas.

- Exceptional writing and communication skills
- Excellent customer service skills
- Ability to balance and prioritize multiple projects
- Strong attention to detail and accuracy
- Strong event management and logistical skills
- Strong coordination skills
- Database management
- Website management
- Project Management
- Research and general analysis
- Presentation development

Salary will be commensurate with experience.

### **About AAP**

AAP represents the leading book, journal, and education publishers in the United States on matters of law and policy, including large, small, commercial, and not-for-profit houses. Our principal mission is to advocate for outcomes that incentivize and protect the publication of creative expression, professional content, and learning solutions in the modern world. More information is available at [www.publishers.org](http://www.publishers.org).

### **Applications**

Expressions of interest will be accepted until the position is filled and may be sent confidentially to [HR@publishers.org](mailto:HR@publishers.org). Please put "Program Manager" in the subject line of all communications.

AAP values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive and comprehensive compensation and benefits package, including generous vacation; medical, dental, and vision insurance; a matching retirement plan; and telework program.

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