

Public Administration Careers

Management in Government/Public/Nonprofit Sectors

Industry Growth

The United States Bureau of Labor Statistics projects that jobs in advocacy, grantmaking, and civic organizations are projected to increase 15 percent over the 2004-14 period. Employment in State and local government is projected to increase 11 percent during the 2004-14 period. Employment in the Federal Government is projected to grow by 2.5 percent through the year 2014.

Source: Bureau of Labor and Statistics

Sample Job Titles

Executive Director	Program Director
Development Director	Director of Public Policy
Agency Director	Association Director
Chief Development Officer	Legislative Analyst
Director of Budget	Director of Community Development
Marketing Director	Research Associate
Town Manager	Tax Policy Analyst
Community Events Manager	Grants Manager
Chairperson	Fundraiser
Public Policy Analyst	Legislative Affairs Officer
Media Relations Officer	Membership Development Manager
Political Affairs Officer	Special Events Director
President	Vice President

Source: Best KeyWords for Resumes, Cover Letters, and Interviews; Public Service Careers

Sample Work Environments/Employers

Federal, State, Municipal Gov't	Non-profit Sector	Foundations
Youth Leadership and Development Organizations	Arts, Cultural, Historical and Community-educational Organizations	Business, professional and trade/labor organizations
Social Service Organizations	Advocacy and political groups	Health Organizations
Scientific / Research Organizations	Community Development Organizations	Public Educational Organizations
Religious Organizations	Utility Companies	Private Educational Organizations

Source: Best KeyWords for Resumes, Cover Letters, and Interviews; Public Service Careers

Salary Ranges

	National Low	National High
Executive Director, Non-Profit Organization	\$34,000	\$66,500
Policy Analyst	\$35,000	\$53,844
Program Administrator	\$40,000	\$55,000
Director of Program Management	\$55,000	\$70,000
Entry-Level Federal Position	\$46,189	\$60,049
Mid-Level Federal Position	\$65,832	\$85,578
Management Analyst	\$43,750	\$56,163
Charitable Organization Director	\$54,808	\$81,584
Association Director	\$55,146	\$109,915
Community Center Director	\$54,728	\$108,250

Source: CareerJournal.com; Public Service Careers

Resume Keywords

Advocacy	Affiliate Members	Budget Allocation
Budget Oversight	Chapter	Community Outreach
Corporate Development	Corporate Giving	Corporate Sponsorship
Education Foundation	Endowment Funds	Foundation Management
Fundraising	Grassroots Campaign	Industry Association
Industry Relations	Leadership Training	Marketing Communications
Media Relations or Press Relations	Member Communications	Member Development
Member Retention	Mission Planning	Member Driven Organization
Organizational Leadership	Organization Mission/Vision	Not-For-Profit
Political Action Committee (PAC)	Public/Private Partnerships	Policy Development
Research Foundation	Speakers Bureau	Regulatory Affairs
Volunteer Recruitment	Volunteer Training	Special Events Management

Source: *Best KeyWords for Resumes, Cover Letters, and Interviews*

Key Skills and Characteristics

Strong verbal and written communication	Working with the public	Public Relations
Fundraising and Development	Interest in Law and Government	Critical Thinking
Social Perceptiveness	Analyzing Data and Information	Deductive Reasoning

Source: *Jobs and Careers with Non-Profit Organizations; O*Net Online*

Additional Resources

GGU Library:

[Career Opportunities in the NonProfit Sector](#) by Shelly Field
[Green at Work: Finding a Business Career that Works for the Environment](#) by Susan Cohn
[WetFeet Insiders Guide to Careers in Non-Profits and Government Agencies](#) (Ebrary)
[Opportunities in Government Careers](#) by Neale Baxter (Ebrary)

GGUCareers.com:

[Vault Guide to the Top Government and Non-profit Employers](#)
[Vault Guide to Capitol Hill Careers](#)
[Vault Guide to Fundraising](#)
 Vault Industry Research: NonProfit, Government
 CareerBeam Industry Database: First Research Industry Profile- Public Services, Education, Recreation

GGU Career & Internship Services Library:

[Best KeyWords for Resumes, Cover Letters, and Interviews](#), Wendy Enelow
[Jobs and Careers with Non-Profit Organizations](#) by Ronald and Caryl Krannich
[Good, Green Jobs How Business is Putting the Environment to Work for California](#) Edited by Joel Makower
[100 Best Nonprofits to Work For](#) by Leslie Hamilton and Robert Tragert
[The Book of U.S. Government Jobs: Where they are, What's Available, and How to Get One](#) by Dennis V. Damp

On the Web:

O*NET Online <http://online.onetcenter.org/>
 American Society for Public Administration www.aspanet.org
 Public Service Careers www.publicservicecareers.org
 National Association of Schools of Public Affairs and Administration www.naspaa.org
 Association for Public Policy Analysis and Management www.appam.org
 The Non-Profit Times www.nptimes.com
 Opportunity Knocks www.opportunityknocks.org