



## FIRST Community and Capacity Building - Program Manager

FIRST is looking for a motivated, driven and experienced program manager to help us enhance the reach and impact of our Community and Capacity Building (CCB) program. This role will support the development, organization, delivery, and reporting for FIRST CCB projects and the organization of CCB activities. At the same time, the Manager will be working closely with FIRST community trainers, strengthen our train-the-trainer (T3) initiatives to build sustainable local capacities, and lead key fellowship initiatives, including the Suguru Yamaguchi Fellowship Program at the FIRST Annual Conferences.

The Program Manager's efforts will help strengthen the foundations of the CCB program, as well as provide more impactful support to the community, allowing FIRST to grow further.

### **The main responsibilities of the role are to:**

#### **CCB Program Support**

- Support the development of CCB project proposals and budgets.
- Manage the delivery of select CCB activities, including logistics, stakeholder coordination, and reporting.
- Proving impact of CCB projects and activities by capturing impact and storytelling through reporting and ad-hoc briefings.
- Contribute to the day-to-day operations of the CCB team, including process improvement and internal knowledge sharing.
- Work closely with the Partnerships and Development lead on outreach and fundraising efforts, including the FIRST CORE initiative.

- Assist in collection and sharing of CCB resource library of good practices, case studies, and example SOPs, policies, job descriptions, and other resources

### Community Trainers

- Engage and support the global community of trainers and Train-the-Trainer (T3) participants, helping to reduce barriers to participation and increase engagement.
- Coordinate and organize training activities in collaboration with trainers, hosts, FIRST Regional Liaisons and partners.
- Provide administrative and logistical support to training delivery.

### FIRST Fellowships

- Lead the Suguru Yamaguchi Fellowship Program, including coordination of the program at the Annual Conference, regional events and ongoing engagement.
- Support the development of a fellowship alumni network to sustain long-term engagement.
- Collaborate with other fellowship initiatives participating at FIRST events and activities, including with SEI, PaCSON, eGA, and others.

### Requirements & Qualifications

We are looking for a collaborative, community-driven professional, eager to help build a growing program. You should have 5-8 years experience in international development, community engagement, capacity building, training and education, project management, or related fields.

Preferred skills and experience for this position include:

- Proven experience managing multiple workstreams and delivering projects and programs from conceptualization to completion.
- At least one year in cybersecurity, incident response, digital development, or related technical/policy fields.
- Strong problem-solving skills and the ability to proactively develop and action creative solutions.
- Excellent inter-personal and engagement skills across diverse technical and non-technical communities on national, regional and global levels.
- Experience in capacity building project management, monitoring, evaluation and reporting.

- Demonstrated ability to work effectively with diverse, global stakeholders, including volunteers and partners
- Experience managing Fellowship programs or alumni networks is a plus.
- Ability to develop and deliver cybersecurity training workshops highly beneficial.
- FIRST work is conducted in English, with additional languages a plus.
- Willingness and ability to travel occasionally.

This role is fully remote. The Program Manager will work closely with the CCB Team and report to the Director – Community & Capacity Building.

The salary range for the role is between USD 65,000 and USD 85,000 based on the candidate's experience and location.

We will treat your application as confidential within the FIRST staff and board. At the interview stage we may consult and involve other stakeholders, after informing you and getting your agreement.

## Applying

To apply, please send your CV and a cover letter to [ccb-jobs@first.org](mailto:ccb-jobs@first.org) by 23:59 UTC on June 28, 2026.

## About FIRST

FIRST, the Forum of Incident Response and Security Teams, is just that, a global platform, community, and forum for operational incident responders to come together to do incident response better. Formed in 1990, FIRST now includes 854 member teams from 117 countries and an even larger community of teams, practitioners, and partners working to achieve the FIRST mission "to bring together incident response and security teams from every country across the world to ensure a safe internet for all."

The FIRST Community & Capacity Building program was launched in 2022 to help grow, strengthen, and expand the global incident response community. The CCB program works across a menu of activities including:

- Information and good practice sharing and development
- Formal and informal mentorship activities
- Community development and engagement
- Fostering a conducive policy ecosystem
- Fellowships



- Operational training
- Responsive programming and initiatives
- Support, advice, and contributions to global cyber capacity building

More information on FIRST is available at <https://www.first.org>