

SOUTH LOS ANGELES TRANSIT EMPOWERMENT ZONE (SLATE-Z),

A Project of Community Partners

JOB TITLE: Program Manager, SLATE-Z
SALARY RANGE: \$60,000 to \$75,000, depending on qualifications
CLASSIFICATION: Full Time (Exempt)
REPORTS TO: SLATE-Z Executive Director

JOB DESCRIPTION

SUMMARY/OBJECTIVE

Established in 2014 and led by Los Angeles Trade Technical College, the South Los Angeles Transit Empowerment Zone (SLATE-Z) is a historic and diverse partnership of more than 50 public, private, and community-based organizations working to move residents to economic opportunity. As a place-based initiative, SLATE-Z is home to nearly 198,000 residents in parts of Vernon Central, South Park, Florence, Exposition Park, Vermont Square, Leimert Park, and a small portion of the Baldwin Hills/Crenshaw neighborhoods. The name "Transit Empowerment Zone" was chosen out of a desire to capitalize on the compelling opportunities that new light rail lines and ongoing public transit expansion bring for neighborhood revitalization, and for connecting residents to education and economic opportunities.

SLATE-Z's comprehensive collective impact strategy intersects jobs, workforce development, education, public safety, and transit to tackle the 46% poverty level in the area – one of the highest urban poverty rates in the nation. As a result of its efforts, in June 2016, SLATE-Z was designated a federal Promise Zone by the U.S. Department of Housing and Urban Development in the third round of the competition. The SLATE-Z Partnership seeks to cut through bureaucracies to tackle intractable problems to reduce poverty in the area.

The Program Manager reports to the Executive Director and works with other SLATE-Z staff, and staff affiliated with SLATE-Z as required, to support the work of the SLATE-Z Partnership. The Program Manager assists with the coordination of the SLATE-Z Partnership, which is comprised of a Steering Committee; Executive Committee; Resident Advisory Committee; five Work Groups focused on jobs, economic development, education, public safety, and transit; and 55 implementation partners. Each Work Group is led by 3 Co-Chairs who help set the agenda, goals and planning for the Work Group towards the achievement of goals included in SLATE-Z's 10 Year Strategic Plan.

Currently each of the five Work Groups is also staffed by an AmeriCorps Vista Associate who helps plan and facilitate regular Work Group Meetings, develop joint goals and establish metrics by which progress towards such goals can be measured. The primary function of the Program Manager is to support and manage the Work Groups and support and supervise AmeriCorps Vista staff (up to 5) in carrying out the work of the Work Groups.

The Successful Candidate

SLATE-Z seeks an excellent communicator who is organized, works well with others and has management experience. The successful candidate will be one that takes initiative, is comfortable in a start-up environment, is knowledgeable about the South Los Angeles landscape and is passionate about social equity.

The Program Manager performs essential functions as more fully described below.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SLATE-Z Program Support

1. Provide written weekly, monthly, quarterly and annual status/project reports to Executive Director.
2. Provide Executive Director with regular updates on all Work Group programs and AmeriCorps Vista Staff projects.
3. Provide Executive Director with updates, summaries and drafts as requested to complete quarterly and annual federal and other grant reporting requirements.
4. Work with Executive Director, AmeriCorps Vista staff and HUD liaison to help identify funding sources to support SLATE-Z's Promise Zone goals and priorities.
5. Provide Executive Director with support as needed for budget forecasting and grants management.
6. Meet regularly with Executive Director to provide status updates, troubleshoot in a start-up environment, and provide support as needed, including other duties as assigned by the Executive Director, to achieve SLATE-Z goals.
7. Develop and maintain good working relationships with SLATE-Z partners and provide Executive Director with regular necessary feedback and updates on those relationships.

Work Group Management and Facilitation

1. Assist the Executive Director in implementing the SLATE-Z 10 Year Strategic Plan as a Federal designated Promise Zone by performing duties as assigned.
2. Manage, facilitate and help develop annual collective impact work plans for the five SLATE-Z Work Groups in their efforts to achieve SLATE-Z goals.
3. Track, monitor and forecast the progress of SLATE-Z Work Groups in their progress towards their respective annual work plans and the SLATE-Z 10 Year Strategic Plan.
4. Lead SLATE-Z staff and affiliated staff in convening monthly or bi-monthly meetings for SLATE-Z's five Work Groups and Sub-Work Group meetings, as required, to advance Work Group annual work plans and the SLATE-Z 10 Year Strategic Plan.
5. In collaboration with Work Group Co-Chairs, develop Work Group meeting agendas, content, materials and speakers for SLATE-Z Work Group meetings that advance the goals and objectives of the SLATE-Z 10 Year Strategic Plan and annual work plans adopted by each of the five Work Groups.
6. Provide facilitation and train program staff in the facilitation of the five Work Groups to (1) elicit active participation of implementation partners and relevant stakeholders, (2) ensure meeting outcomes are consistent with Work Group annual plans and SLATE-Z 10 Year Strategic Plan, (3) ensure Work Group outcomes are consistent with Promise Zone requirements per the SLATE-Z Designation Agreement; (4) ensure Work Group outcomes are consistent with all other HUD requirements.

7. Work with HUD liaison to ensure compliance with HUD requirements for Work Group requirements.
8. Oversee, facilitate and assist the SLATE-Z Work Groups in the development, refinement, and forecasting of its Work Group metrics and annual data scorecards.
9. Collaborate with SLATE-Z staff and affiliated staff responsible for data collection and management to support SLATE-Z Work Groups metric development and annual data scorecards completion and future forecasting.
10. Oversee the production and immediate distribution of Work Group meeting and other meeting minutes to support activities by SLATE-Z Partnership participant organizations.
11. Contribute to efforts that engage SLATE-Z implementation partners in SLATE-Z's collective impact work towards achieving its goals.
12. Identify and coordinate outreach to recruit additional cross-sector stakeholders to participate in SLATE-Z's Work Groups and the Partnership as appropriate and as needed.

AmeriCorps Vista Staff Management

1. Complete all necessary training related to the management and oversight of AmeriCorps Vista staff.
2. Oversee recruitment, training, federal reporting requirements and management of approximately 5 AmeriCorps Vista staff in their work to support SLATE-Z Work Groups.
3. Ensure regular communication by AmeriCorps Vista staff with SLATE-Z Work Group Co-Chairs and SLATE-Z implementation partners pertaining to progress towards Work Group Work Plans and the SLATE-Z 10 Year Strategic Plan.
4. Direct and oversee/manage the development and completion of SLATE-Z Partnership directory by AmeriCorps Vista staff.
5. Direct and manage AmeriCorps Vista staff in providing information to support SLATE-Z partners' grant applications such as promise zone preference point certification forms, data, or letters of support, after conducting due diligence and after consulting with Executive Director for approval of such requests.
6. Direct and manage AmeriCorps Vista staff to track all federal grant proposals, awards, and reports for SLATE-Z work from partner organizations.
7. Direct and oversee the development, production and distribution of weekly, monthly, quarterly and annual external communications produced by AmeriCorps Vista staff including a weekly grants bulletin, weekly jobs bulletin, monthly newsletter, updates to the SLATE-Z website and regular social media updates.
8. Direct and oversee the development, production and maintenance by AmeriCorps Vista staff of an office wide data management/CRM system.
9. Ensure timely and accurate completion of weekly, monthly, quarterly and annual work plans by AmeriCorps Vista staff.
10. Ensure timely and accurate completion of all federal reporting requirements pertaining to AmeriCorps Vista staff work, including but not limited to monthly, quarterly and annual reporting requirements.
11. Ensure timely and accurate completion of all daily, weekly, bi-weekly, monthly, quarterly and annual attendance and personnel related federal reporting requirements.
12. Work with HUD liaison to ensure compliance with HUD reporting requirements for SLATE-Z Work Groups and AmeriCorps Vista staff.
13. Oversee the maintenance of a master office calendar for AmeriCorps Vista staff to ensure consistency and appropriate forecasting for the AmeriCorps Vista program.
14. Ensure that AmeriCorps Vista Staff make regular visits to SLATE-Z Partnership sites and help facilitate the development of working relationships with Work Group Co-Chairs.
15. Coordinate with Executive Director on assignments given by the Executive Director to AmeriCorps Vista staff on additional projects that advance the mission and goals of SLATE-Z.

COMPETENCIES

1. Personal Effectiveness/Credibility.
2. Leadership.
3. Project Management.
4. Customer/Client Focus.
5. Communication Proficiency.
6. Initiative.
7. Teamwork Orientation.
8. Problem Solving/Analysis.
9. Technical Capacity.

SUPERVISORY RESPONSIBILITY

This position supervises the current five AmeriCorps Vista staff and is responsible for supervising future AmeriCorps Vista staff. This position may also serve as a coach and mentor for other positions within SLATE-Z in the future.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, scanners and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Additionally, weekly Work Group meeting preparation and site visits may include carrying lightweight boxes, supplies and equipment to and from meetings.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time exempt position. Days and hours of work are at a minimum of Monday through Friday 8:30 a.m. to 5:30 p.m. Some evening and weekend work may also be required as job duties demand.

TRAVEL

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

DESIRED EDUCATION AND EXPERIENCE

1. Bachelor's degree or equivalent in policy, education, business or related field; Advanced degree preferred.
2. Experience in a start-up environment.
3. Experience working with South Los Angeles stakeholders, familiarity with the local area and any of the issue areas of the initiative (jobs and workforce development, education, economic development, transit, and reduction of violent crime).
4. Strong data acumen and ability to oversee complex shared measurement systems.

5. Minimum of 3-5 years relevant work experience, including managing teams in a fast paced and high growth nonprofit, social enterprise, public sector, or business start-up environment.
6. Previous program management experience.
7. Strong communication skills, including the ability to collaborate and inspire others to perform.
8. Strong facilitation and presentation skills before multiple types of audiences.
9. Bilingual Spanish speaker.
10. Strong organizational and technical skills including Microsoft Word, Excel, PowerPoint, Outlook, Google Docs, Adobe Acrobat Pro.
11. Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work.
12. Patience, as sense of humor, humility and willingness to be a “servant leader” to facilitate full participation and leadership by partners.

AAP/EEO STATEMENT

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY

Applicants are requested to apply only by e-mail to the address below. Hand delivered or mailed applications will be disqualified.

Please submit a cover letter describing your experience living or working in South LA, and/or your significant knowledge of South Los Angeles. Your cover letter should include relevant experiences and qualifications. You are encouraged to use the cover letter to illuminate experiences, values and roles outside of work environments and personal goals.

The deadline for applications is **Thursday, February 22, 2018 by 5pm**. No applications received after that date will be reviewed.

Viable candidates may anticipate a preliminary phone interview and a possible in-person interview. An original writing sample will be generated at the second interview level.

We expect to fill the position in February or March of 2018.

Thank you for your interest.

Email documents to **both** of the following two email addresses:

Sanderc@lattc.edu and Effie.slatez@gmail.com

Request a delivered/read receipt. If you do not receive a confirmation and/or transmission problems occur, contact our Communications staff at (213) 763-7281.