



Employment Opportunity
Announcement
Full Time Position

3/1/2017

Title: Programs Manager

Start Date: As Soon As Possible

Department: Health Education/Risk Reduction & Prevention Services

Office Location: 5619 Monte Vista St. Los Angeles, CA. 90042

Hours: Full-Time (40 hours a week) M-F 9am-6pm (some nights and weekends will be required)

Salary: Starting \$41,000-\$43,000 annual (depending on experience and expertise)

Benefits: Medical, Dental and Vision insurance in accordance with the Affordable Care Act, two weeks paid vacation, and 10 paid sick days after one year of employment. 11 paid holidays. Life insurance and retirement benefits are available.

Opportunity: To work for highly acclaimed organization which constructed the nation's only publicly funded AIDS monument and utilizes a community based organizing model to address social justice issues and providing health education and wellness prevention programs such as substance abuse, HIV/AIDS, HEP C, and mental health.

Mission Statement: The Wall Las Memorias Project is a community health and wellness organization dedicated to serving Latino, LGBTQ and other underserved populations through advocacy, education and building the next generation of leadership.

Description: The Programs Manager will report directly to the Executive Director in overseeing prevention, education and testing programs/services. The Programs Manager will supervise team leaders who oversee programs, services, agency outreach efforts, collaboration with other non-profits, churches, business, labor, community groups and government entities.

In addition, under the direct supervision of the Executive Director, the Programs Manager will provide supervisory support of all programs staff personnel. They will be responsible for the monitoring and tracking of all employee time sheets, work product and scheduling to ensure that quality services are provided. Ensure that appropriate services are being provided in a timely manner. Participate in individual/group case conference/supervision meetings. Participate in other programmatic activities as requested by the Executive Director.

Duties & Responsibilities:

- Overall Management Objectives:
 - ✓ Provide supervision and guidance to the agency's staff.
- Program Management:
 - ✓ Oversee agency programs, ensuring synergy between programs operated under multiple contracts, consistency with TWLMP Programs Plan of Action, and compliance with any contractual obligations and agency policies.

- ✓ Provide oversight of program planning and quality management activities to ensure quality and cost effectiveness of programs and demonstrate how services measurably impact the community in ways that support the agency mission.
- Facilitation
 - ✓ Will be responsible for scheduling of staff capacity building training and workshops.
- Community Liaison:
 - ✓ Cultivate and sustain positive relationships with funders and government agencies to maximize for the purpose of raising awareness in the community about TWLMP mission and values and to build collaborative service networks.
- Human Resource:
 - ✓ Ensure that all employees' timesheets are completed accurately reviewed by Programs Director.
- Other
 - ✓ Assist with program evaluations
 - ✓ Participate in weekly staff meetings.
 - ✓ Hold weekly staff meeting or as needed.
 - ✓ Prepare staff meeting agenda and communicate date and time of meeting with all staff.

Minimum Qualifications:

- Bachelor's degree or equivalent in social welfare, public health or related field.
- Three (3) year experience providing health related prevention services prior to employment
- A minimum of two (2) years of experience in management
- Excellent organizational, verbal, written and public speaking skills
- Knowledge of LGBT (Lesbian, Gay Bisexual & Transgender) issues affecting the community
- Must be knowledgeable of local communities
- Good understanding of the wellness and healthcare needs of people of color
- Ability to work well with diverse populations and stakeholders
- Experience developing, providing, and/or evaluating community-based environmental prevention programs/services
- Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population based effort
- Ability to implement evidence-based strategies and prevention concepts
- Competency to work with the various ethnic/cultural groups in the target area/community.
- Bilingual in Spanish and English

Requirements:

- Possession of a California driver's license
- Possession of automobile liability insurance
- Must have transportation
- Must submit one (1) writing sample

Please submit resume to:

HR Recruitment
 The Wall-Las Memorias Project
 5619 Monte Vista St.
 Los Angeles, CA. 90042

Phone: 323-257-1056

Fax: 323-257-1095

E-mail: info@twlmp.org

The Wall-Las Memorias Project is an Equal Opportunity Employer.