



## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE PROGRAM MANAGER

<b>Title:</b>	Administrative Program Manager
<b>Starting Salary:</b>	\$74,281.00 per year
<b>Reports to:</b>	Director of Programs
<b>Location:</b>	Los Angeles, in person
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Regular, Full -Time (up to 40 hours per week)
<b>Effective Date:</b>	September 2023

### **ABOUT VISIÓN Y COMPROMISO**

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida y sana* (towards a healthy and dignified life) reflects enhancing promotores capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

### **POSITION SUMMARY**

Under the supervision of the Director of Programs, the Administrative Program Manager is responsible for the overall administrative oversight of the program including staff management, finances and budget, and reporting. The Administrative Program Manager will also coordinate with relevant project partners and act as the liaison with Public Health, the sponsoring entity for all administrative matters. This role ensures that all program administrative tasks, reports, and financial goals are met and organized in a timely and effective manner.

### **HOW TO APPLY**

**Applications will be open September 14, 2023, until the position has been filled. Please submit resumes and questions to Roberto Salazar via email at ([robertosalazar@visionycompromiso.org](mailto:robertosalazar@visionycompromiso.org))**

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Plans and coordinates a programmatic work plan in collaboration with the Program Manager that is in line with the proposed budget and aligns with grant requirements. Oversees the administrative aspects of the program including staff management, finances/budget, and reporting.
- Oversees and manages the project's budget notating and tracking any expenses that are not covered or fundable per contract requirements; reviews and approves monthly cost reports and completes necessary reporting for the sponsoring entity as required.
- Ensures staff members are provided with the training needed remain compliant with grant requirements.
- Collaborates with the Program Manager to provide support to staff for different issues relating to HR, geography, conflict resolution and other areas.

- Oversees the implementation of the data collection and program evaluation plan by the Data Analyst.
- Reviews all payroll and reimbursement records for the program team in the appropriate systems; alerts necessary staff if discrepancies occur.
- Acts as the liaison with Public Health, the sponsoring entity, representing Visión y Compromiso at meetings regarding administrative matters and when otherwise request by the Director of Programs.
- Maintains consistent and constant communication with the Director of Programs regarding all pertinent activities assigned.

***Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.***

### **CORE COMPETENCIES**

- Demonstrated ability to think broadly to plan and problem solve strategically while considering the nuances of the work.
- Understanding of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Demonstrated ability to manage project finances, budgets, and reporting.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Exceptional attention to detail, organizational abilities, and establishment of priorities.

### **SUPERVISORY RESPONSIBILITIES**

This position directly supervises a part-time Data Analyst.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION**

Master's degree in public health, public policy, social work, or other relevant field AND one (1) year of experience implementing public health or social programs in underserved communities **OR** bachelor's degree in a similar field and at least three (3) years of experience managing grant-funded public health, social service and/or similar programs.

### **EXPERIENCE**

Experience providing administrative oversight (budget management, program tracking, reporting, staff management) assessment and evaluation, and program implementation in underserved communities with one (1) year administering community engagement programs.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex and general reports, procedures, or regulations. Ability to complete complex reports and write business correspondence. Ability to read, analyze and manage a budget. Ability to effectively present information and respond to questions from individuals, groups, and the public. Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.

### **COMPUTER SKILLS**

Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram, and WhatsApp. Proficiency in Google Suite. Adaptable to changing technology and familiarity with expense reimbursement software such as Concur, is preferred.

### **TRAVEL REQUIREMENTS**

Ability to regularly travel through the regions of the project as needed and the ability to travel occasionally throughout the state as needed.

### **PREFERRED SKILLS AND QUALIFICATIONS**

- Proficiency in the principles and methods of office management and modern office procedures, systems, and equipment.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the general public.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.

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

The employee will sit, talk, hear, and use hands and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this work environment is typically quiet to moderate.

AH