



EMPLOYMENT OPPORTUNITY

REGIONAL PROGRAMS MANAGER

Title:	Regional Programs Manager
Starting Salary:	\$77,995.00 per year
Reports to:	Director of Programs
Location:	Remote, Inland Empire CA
FLSA Status:	Exempt
Position Status:	Regular, Full -Time (up to 40 hours per week)
Effective Date:	October 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 digna y sana* (towards a healthy and dignified life) reflects our goal of building 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 direct supervision of the Director of Programs, the Regional Program Manager is responsible for oversight and administration of planning, organizing, staffing, leading, and controlling program activities and related reporting in the assigned region.

HOW TO APPLY

Applications will be open October 18, 2023, until the position has been filled. Please submit resumes and questions to Hugo Ramirez via email with the Subject Line: "Resume- Inland Empire Regional Programs Manager, YOUR NAME" at (hugo@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans the delivery of the overall projects and their activities in accordance with the mission and the goals of the organization and ensures that they comply with relevant regulatory and contractual standards.
- Develops goals and objectives for new and existing projects in collaboration with project coordinators.
- Oversees project budgets and the scope of work for multiple projects to ensure their effective execution. Works collaboratively with the finance department to ensure financial targets are met.
- Assist the Director of Programs with strategic planning for the department.
- Provides required financial information and programmatic reports for project funders according to the established timelines.
- Monitors the program's activities on a regular basis and conducts periodic evaluation according to the program evaluation framework. Make changes to the project design as needed.
- Implements the personnel policies, procedures, and practice of the organization in an equitable manner.
- In consultation with the Director of Programs interviews and hires well-qualified staff and ensures that they have the appropriate orientation to the organization and the projects to be assigned.
- Directly supervises assigned programmatic staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Maintains consistent and constant communication with the Director of Programs regarding all program components and organizes and leads regular meetings with all the program teams.

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 leadership, coaching, and mentoring skills.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.

SUPERVISORY RESPONSIBILITIES

Directly supervises an administrative assistant and project coordinators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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

Bachelor's Degree (B.A.) from an accredited institution and/or commensurate experience.

EXPERIENCE

- A minimum of five (5) years' experience working with monolingual and/or bilingual Latino communities
- A minimum of five (5) years' experience working on underserved communities.
- A minimum of five (5) years of project management experience.
- A minimum of three (3) years of personnel supervisory experience.

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.

LANGUAGE SKILLS

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

COMPUTER SKILLS

Proficiency 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 Workspace.

TRAVEL REQUIREMENTS

Ability to travel 25% of time throughout the designated geographic area. Ability to travel to multiple locations in one day 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.
- Experience in and proven track record in effective project management.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Ability to influence and motivate others, excellent interpersonal skills.
- Ability to effectively manage conflict, strong negotiation skills.
- 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 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 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.

Work environment varies with the locations at which outreach, and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically moderate.

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