



EMPLOYMENT OPPORTUNITY

PROGRAM MANAGER

Title:	Program Manager
Starting Salary:	\$74,281.00 per year
Reports to:	Director of Programs
Location:	Los Angeles, in person
FLSA Status:	Exempt
Position Status:	Regular, Full -Time (up to 40 hours per week)
Effective Date:	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 direct supervision of the Director of Programs, the Program Manager is responsible for the overall program management including planning, execution of the process objectives, program deliverables, and reporting. The Program Manager will also supervise the day-to-day activities of the program staff of Promotores and Lead Promotores as well as act as the liaison with Public Health, the sponsoring entity, for all programmatic matters.

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)**

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans and coordinates a programmatic work plan in collaboration with the Administrative Program Manager that is in line with the proposed budget and aligns with grant requirements. Oversees the implementation of the program including deliverables, process objectives, and reporting.
- Coordinates and oversees the team's day to day activities to ensure that deliverables are met; reviews day-to-day activities to ensure adherence to deadlines and grant expectations.
- Ensures each new employee has the training needed to fulfill their role within the projects and participates in the training pertinent to the programs supervised.
- Meets with each project team on a regular basis to build engagement, provide information, resources, clarity on deliverables, and programmatic status. Collaborates with the Administrative Program Manager to provide support to staff for different issues relating to HR, geography, conflict resolution and other areas.

- Ensures the project maintains accurate, up-to-date records and files on all outreach and education activities conducted in coordination with the Data Analyst, including any documentation applicable to the requirements for eligibility and compliance with the activities.
- Maintains accurate payroll and reimbursement records for the promotoras working on the project; alerts necessary staff if discrepancies occur.
- Acts as the liaison with Public Health, the sponsoring entity, representing Visión y Compromiso at meetings and trainings for programmatic matters and when otherwise request by the Director of Programs. Assigns a lead person of the team to attend program meetings related to data, assessment, and evaluation with Public Health.
- 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 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

This position directly supervises Lead Promotores and various teams of Promotores. 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

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 programmatic oversight (program operations, monitoring and tracking, reporting), assessment and evaluation and program implementation in underserved communities with a minimum of one (1) year of experience implementing 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 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 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 Suite.

TRAVEL REQUIREMENTS

Ability to travel 50% of time throughout the counties assigned. 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.
- 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. Occasional need to carry and/or lift up to 50 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 with project teams. 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.