



### **Job Posting for Southern California Program Manager**

#### **Definition**

Under the direction of the California State Director, the Southern California Program Manager is responsible for the local implementation, capacity building, coordination and monitoring of the Latino Coalition's Work and Gain Education and Employment Skills grant projects. These projects focus on serving youthful offenders between the ages of 18-24 in high poverty, high crime communities.

#### **Distinguishing Characteristics**

The Southern California Program Manager reports to the California State Director. The classification is distinguished from other positions by the responsibility of providing capacity building and compliance monitoring of local, southern California WAGEES Community Partners and developing working relationships with local community agencies such as the Local Workforce Investment Board, Criminal Justice agencies and other agency personnel involved in the local implementation, capacity building, and coordination of the project.

#### **Essential Functions**

- Liaison between the Latino Coalition and Community Partners.
- Confers with the CA State Director to determine basic program policies and operating procedures and coordinates implementation.
- Monitors and assists community partners with performance management to achieve the desired performance measures.
- Assesses program priorities and objectives and makes recommendations to the CA Director.
- Provides or coordinates capacity building activities such as training and technical assistance.
- Assists in monitoring Community Partners for MOU, policies and procedures and data management compliance.
- Performs program specific analysis of Community Partner performance and compliance with Federal government rules and regulations.
- Represents the Latino Coalition at public meetings and makes public presentations.
- Ability to effectively work in diverse communities and with the reentry community.

#### **Other Functions**

Performs other job-related work and assignments as required.

## **Employment Standards**

Prospective applicants should have:

- Masters Degree in Nonprofit Administration, Public Policy, Criminal Justice or related fields and at least two (2) years of experience directing a major program area;
- two (2) years of experience in administrative management of a public agency or private organization;
- OR any equivalent combination of education or experience.

Possession of a valid State issued driver's license with appropriate car insurance at time of appointment is required.

**Knowledge of:** relationships between local, state and federal governments, public interest groups and private enterprise as they affect and interact with the non-profit sector; knowledge of faith based social and workforce development service providers, the principles of public administration, organization, and management; methods of performing complex administrative, organizational and procedural analyses; training and technical assistance; organizational and functional structure of faith and community based organizations; computer applications.

**Ability to:** independently research, analyze and make effective recommendations on programmatic, practices, procedures and problems; research, compile and analyze statistical and other data; write reports in a logical, comprehensive, concise manner; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions; exercise initiative; facilitate, coordinate and negotiate between staff members of different organizations, departments and offices; acquire subject matter expertise in grant program and special projects; initiate and develop efficient, cost-effective policies; prepare reports and present ideas orally and in writing; win and maintain confidence and cooperation of others and establish and maintain effective work teams. Ability to speak Spanish is desirable.

**Work Environment:** The project will take advantage of virtual office technology and the Southern California Program Manager will work from home some days of the work week. However, most of their time will be spent at Community Partner nonprofit locations in site visits or meetings. Periodic overnight travel is required in state and out-of-state.

Applicants residing in Los Angeles or Orange counties are preferred.

This is a sensitive position with access to confidential information and youth so applicants will be asked to undergo a background check. However, those with previous involvement with the juvenile or adult justice system are strongly encouraged to apply.

Expected starting salary is \$75,000 with benefits.

The Latino Coalition for Community Leadership is an Equal Opportunity Employer.

Please send cover letter and resume to [HR@latinocoalition.org](mailto:HR@latinocoalition.org). We will accept resumes until the position is filled. Interviews will be scheduled beginning the week of November 13, 2017. The anticipated start date is January 16, 2018.