



Position Available: SF ReServe Program Director

The Community Living Campaign (CLC) is seeking an experienced Program Director to lead our efforts to strategically expand employment opportunities for older adults and adults with disabilities of any age in San Francisco. The Program Director will play an exciting leadership role in growing our cutting-edge employment program and attracting citywide resources and attention around this crucial issue.

CLC is a San Francisco-based non-profit corporation that works with seniors and adults with disabilities to help them age and thrive in their own homes and communities. At the heart of our employment effort is SF ReServe, a local affiliate of the national ReServe program. ReServe matches older adults and adults with disabilities in part-time and project-based opportunities at community organizations. CLC serves as lead entity in a recently established Work Matters collaborative that includes several other workforce and empowerment-focused organizations. The collaborative will coordinate efforts to build skills, confidence and opportunities for job-seeking older adults and people with disabilities. CLC also hosts the San Francisco Tech Council, which, in the coming year, will focus on the intersection of employment and technology.

This position will be a key member of CLC's senior management team. and will be instrumental in our employment-related work. Responsibilities include:

- Initiate and set goals for the program according to the strategic objectives of the organization.
- Manage the core program to ensure smooth and efficient operations and to maximize the number of matches between opportunity seekers and opportunity providers.
- Recruit and supervise part-time staff of ReServists involved with the program.
- Develop and implement clear strategy for recruiting organizations to serve as ReServe worksites (Partners), including: a) planning and leading group events, one-one meetings with prospective Partners, providing educational materials and tips, and managing Partner Agreements and Opportunity Descriptions.
- Develop and implement a clear strategy for recruiting opportunity seekers (ReServists), including publicizing and leading informational meetings, supporting prospective ReServists, and referring ReServists as needed to other training or placement opportunities in the City.
- Work together with our Director of Community Learning, as well as other community organizations, to support job seekers through a variety of workshops and computer lab assistance.
- Oversee systems for tracking and analyzing data to ensure consistency with CLC mission and compliance with grant, contract and budget requirements. Manage monthly reporting.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Help develop budgets and manage expenses to ensure compliance with financial goals.
- Maintain communications with national program representatives to stay abreast of trends and opportunities for placing older workers or those with disabilities of any age.
- Cultivate relationships and coordinate with other workforce development training and placement programs through the Work Matters collaborative, our ReServe Advisory Group, and the SF Tech Council.

- Staff the ReServe Advisory Group's quarterly meetings to provide advice and resources to advance the issue of employment opportunities and economic security for older adults and adults with disabilities.
- Foster communications about the program, its activities and its accomplishments through the CLC Newsletter, Social Media and other communications initiatives.

QUALIFICATIONS

The successful candidate will have an ability to think strategically and lead with good instincts, sound judgment, and an entrepreneurial spirit.

- Bachelor's degree in related field
- Minimum 5 years of experience in social sector and/or workforce development program management
- Ability to recognize and develops the gifts and talents in others, with a strong track record of working effectively with persons of various ages, disabilities, ethnicities, and educational levels
- Excellent verbal and written communication skills. Strong presentation and marketing skills
- Demonstrated ability to develop partnerships and work collaboratively
- Demonstrated organization and leadership skills
- Friendly and cooperative work style. Ability to work in and foster a diverse, inclusive work and program environment
- Self-starter, detail-oriented and efficient
- Bilingual skills a plus

MORE ABOUT COMMUNITY LIVING CAMPAIGN

The Community Living Campaign started in 2007 as a neighborhood-based way to provide seniors and adults with disabilities with what they need to live a good life. This need continues to grow as our population ages and income disparities widen.

We organize free activities and programs like computer classes, healthy aging workshops, senior exercise groups and grocery deliveries. These provide important practical support and empower neighbors to advocate for themselves and others. But more importantly, they create opportunities for folks to cultivate the supportive connections and friendships they need to age well at home. Throughout our many initiatives, we value creativity, inclusion and fun. Learn more at www.sfcommunityliving.org.

We also bring together neighbors, community organizations, academics, businesses, and City agencies to organize and advocate around issues that are too big for any of us to solve alone. Two initiatives are the SF Tech Council (www.sftechcouncil.org) and the Dignity Fund Coalition (www.sfdignityfund.org). Our most recent initiative is the WorkMatters Collaborative with Felton Institute, Jobs Now, YWCA and other partners.

COMPENSATION AND HOW TO APPLY

This is a full time employee position with benefits, including paid vacation, sick leave, fully covered health care, dental insurance and an annual 3% contribution toward retirement. The job will be primarily at CLC's office and Community Hub, plus some time meeting with partners and ReServists throughout San Francisco. A valid drivers' license and access to a car are desirable, but not required. Community Living Campaign is an equal opportunity employer. Interested candidates should send cover letter and resume via email to jobs@sfcommunityliving.org or mail to Hiring Committee, Community Living Campaign, 1663 Mission Street, Suite 525, San Francisco, CA 94103.