



**Job Title: Program Manager/Sr. Program Manager**

**Reports to: Deputy Director**

**FLSA Status: Full-time Exempt**

**Prepared Date: December 18, 2018**

**Salary: \$56,000 – \$64,000 (DOE)**

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## Position Description

**Summary** The Latino Coalition for a Healthy California (LCHC) is the State's leading policy organization advocating for the health of the Latino community in California. Over the past 25 years, LCHC has uplifted community voices at the Capitol and has achieved multiple policy victories that have protected and advanced health equity for Latinos and all Californians. Today, LCHC is multi-issue policy organization advocating for policies and programs that promote health equity and racial justice towards building healthy communities for all Californians.

The Program Manager/Sr. Manager will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. Specific responsibilities for the Program Manager/Sr. Manager include:

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<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>-Manage grant deliverables for community programs, including Health Ambassador Leadership Program and Salud con Dignidad/Health with Dignity Program</li><li>-Lead in program management and implementation</li><li>-Manage Program Coordinator to meet program deliverables, including events and regional trainings for community members and partner organizations; and in-person and online trainings with regional partners</li><li>-Participate in ongoing check-ins with partners from the programs</li><li>-Manage relationships with community partners and coalitions</li><li>-Track grant progress by regularly communicating with Program Coordinator and project partners</li><li>-Submit grant reports including midterm, quarterly, and final reports</li><li>-Develop new strategic partnerships to advance LCHC's mission</li><li>-Develop and implement new programs</li><li>-Report to the Deputy Director</li></ul>
<b>Other Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>-Elevate program to LCHC stakeholders, including community and general public</li><li>-Participate in related LCHC coalition calls and meetings</li><li>-Participate in community events and meetings</li><li>-Identify new program grant opportunities for LCHC</li></ul>
<b>Education and/or Experience</b>	<ul style="list-style-type: none"><li>-Master's in public health, social welfare, psychology, public policy preferred.</li><li>-At least 2-3 years experience in program management preferred</li></ul>

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<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>-Proven track record promoting social determinants of health, racial and health equity</li> <li>-Experience in program management, program evaluation, budgeting, and/or advocacy campaigns</li> <li>-Experience with grant writing and reporting</li> <li>-Strong leadership, communication, and decision-making skills</li> <li>-Strong oral and written communication skills</li> <li>-Strong interpersonal skills and ability to build and maintain relationships across diverse demographic groups</li> <li>-Fluency in Spanish is highly desired</li> </ul>
<b>Organizational Relationship</b>	<p>The Program Manager/Sr. Manager will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. Specific responsibilities for the Program Manager/Sr. Manager include:</p> <ul style="list-style-type: none"> <li>-Manage grant deliverables for community programs</li> <li>-Lead, coordinate and implement LCHC health programs, including Health Ambassador Leadership Program and Salud con Dignidad/Health with Dignity Program</li> <li>-Manage Program Coordinator to meet program deliverables</li> <li>-Work closely and report to the Deputy Director</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>-Sitting, walking, and listening for up to 4-5 hours per day</li> <li>-Computer keyboarding an average of 3-4 hours per day.</li> <li>-Office space in downtown Sacramento</li> </ul>
<b>Work Environment</b>	<p>Occasional travel by ground or air to Los Angeles and Central Valley regions; ability to drive between various locations on a regular basis.</p>
<b>Compensation and Benefits</b>	<p>\$56,000 – \$64,000 (DOE). LCHC offers a generous benefits package including employer paid medical, dental and vision coverage, 403(b) retirement plan with employer match, life and disability insurance, and flexible spending account options, paid holidays and vacation. In addition, LCHC provides professional development and the opportunity to contribute to a mission-driven organization.</p>
<b>Equal Opportunity Employer</b>	<p>The Latino Coalition for a Healthy California, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.</p>
<b>How to Apply</b>	<p>Interested candidates, please e-mail your cover letter and resume with job title in the subject line to: <a href="mailto:lchc@lchc.org">lchc@lchc.org</a>. Candidates selected for interview will be required to submit a short writing sample (3-5 pages) and 3 references. Interviews will begin immediately and position will be open until filled.</p>