

SPECIAL SERVICE FOR GROUPS, INC.

<b>Title:</b> Program Director	<b>Division:</b> Asian Pacific Islander Forward Movement (APIFM)
<b>FLSA:</b> Full-time Exempt	<b>Supervisor:</b> Executive Director or Executive Management Team Member
<b>Pay Range or Rate:</b> \$68k - \$73k DOE	<b>Application Deadline:</b> 7/26/19

Summary

Under direct supervision of the Special Service for Groups, Inc. (SSG) Executive Director or a member of the SSG Executive Management Team, the Program Director will be responsible for overseeing Asian Pacific Islander Forward Movement (APIFM), division of SSG dedicated to cultivating healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots education and organizing. The Program Director works to advance this mission and sustain APIFM by:

Essential Functions

- Providing leadership and oversight to ensure effective development and delivery of grassroots programs and initiatives that are highly responsive to community needs, health inequities, cultural backgrounds, and language access needs in Southern California API neighborhoods and populations.
- Identifying, cultivating, and applying to grants, donors, and sponsorships to support existing and future programs and staff.
- Guiding, mentoring, and supporting APIFM staff as they plan, implement, evaluate, and communicate community programs and initiatives.
- Managing, in collaboration with program staff, program budgets, grant and contract reporting, team protocols and workflow, and other administrative and fiscal tasks in order to remain compliant with relevant regulations and funder requirements.
- Developing and monitoring systems to ensure timely project implementation and high quality deliverables. Utilize data to measure success and communicate accomplishments to SSG, APIFM Advisory Board, funders, and other stakeholders.
- Representing and raising awareness of public health and environmental justice issues for API communities by speaking at events, attending meetings, collaborating with community leaders and elected officials, and building/maintaining relevant coalitions.
- Ensuring regular promotion and awareness of APIFM programs by guiding APIFM communications strategy online and on-the-ground, and delegating communications projects and tasks.
- Advocating to county and local elected offices on priority issues, and organizing in collaboration with APIFM staff to ensure community members' voices and goals are heard.
- Working closely with SSG and APIFM Advisory Board to guide the direction and ensure the sustainability of the division.

- Ensuring completion of, adherence to, and regular updates to a program-wide strategic plan developed in close collaboration with program staff, board, SSG, and community stakeholders.
- Overseeing recruitment, on-boarding and performance management of all APIFM personnel.

#### Minimum Qualifications - Knowledge, Skills and Abilities Required

- A Master's degree from an accredited college or university in public administration, public health, public policy, social sciences or a related field.
- Solid grasp of public health issues and inequities facing Asian American, Native Hawaiian, and Pacific Islander communities, as well as those facing other communities of color.
- Must have at least 5 years of full-time work experience in the field of public administration, public health, public policy or similar field.
- Must have at least 5 years of community organizing experience, and at least 2 years organizing for equity and social justice issues in Southern California, specifically.
- Must have at least 5 years of experience managing full-time staff and teams.
- Must have at least 3 years of experience managing operating budgets of \$500,000 or more; basic knowledge of nonprofit compliance and bookkeeping/finance, and grants management.
- Must have ability to organize and manage multiple priorities.
- Must possess strong communication skills with a variety of partners, including elected officials, organization leaders, and community members.
- Must demonstrate business acumen in managing situations involving diverse stakeholders.
- Must be able to use Microsoft Office, Gsuite, and other common software/applications including search engines, screening tools, social media, newsletters, & database management.
- Must have a valid driver's license and proof of insurance.
- Verification of Employment Eligibility and Background Check required.

#### Non-Essential Qualifications

- Bilingual in an API language a plus
- Prior experience organizing for API communities in San Gabriel Valley a plus
- Candidates with a background in organizing API communities disproportionately affected by health inequities encouraged to apply

#### Supervisory Responsibilities

The Program Director will supervise two full-time managers, as well as one administrative assistant.

#### Environmental Conditions (Working Conditions)

The environment for this position is an office environment. The position requires field-based work (e.g. community meetings) which can involve working at community-based sites within at-risk areas and exposure to weather conditions prevalent at the time.

### Physical Requirements

Typically spends time sitting, standing, walking, kneeling, crouching, reaching, driving, carrying (max. 30lbs), listening, and speaking.

### Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and conceptualize. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, relate to other people beyond giving and receiving instructions.

### How to Apply

Please submit your cover letter, resume, and 3 professional references to [info@apifm.org](mailto:info@apifm.org). Application deadline: 7/26/19. Please no phone calls or inquiries about this position.