

**SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT**

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**Title:** Program Analyst

**Division:** APAIT

**FLSA:** Non-Exempt

**Supervisor:** Director of RED

**Salary:** \$20.19-\$21.55/hour (DOE)

**Date:** 12/10/2014

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**Summary**

Under the supervision of the Director of Research, Evaluation, and Development (RED), the Program Analyst is a strong team player and people-oriented individual, responsible for providing assistance in the coordination of programmatic evaluation (including data analysis) as well as contract and quality management activities. Program Analyst will also assist in program development and grant writing. The Program Analyst is able to interpret the agency's mission and purpose in the community. This is a part-time position (20 hours per week).

**Essential Functions**

1. Coordinate and assist in agency proposal writing.
2. Assist in programmatic evaluation activities, including but not limited to evaluation tool development and data management and analysis.
3. Assist in contract management, including but not limited to program report development and quality management activities.
4. Provide programmatic and administrative technical assistance as necessary to program personnel.
5. Represent the agency by attending local planning groups, community forums, and collaboration meetings as assigned.
6. Other activities as required to conduct program and agency objectives.
7. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
8. Regular attendance.

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

1. Master's degree in Social Work, Public Health, Public Administration or related field.
2. Ability to communicate effectively both verbally and in writing.
3. Ability to coordinate multiple projects and tasks simultaneously in a high pressure environment.
4. Experience in writing grant proposals for programs in the non-profit sector.
5. Good problem solving and conflict resolution skills.
6. Ability to master a wide range of information, take initiative, and adapt in a team environment.
7. Strong interpersonal skills and ability to relate to staff of a variety of cultures, languages, and educational backgrounds.
8. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, substance use).
9. Computer skills in use of word processing (Microsoft Word), spreadsheets (Excel), and database programs.
10. Proof of employment eligibility and passing of background check.
11. Valid California Driver's License and current auto insurance.
12. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. Knowledge of HIV/AIDS and related co-morbidity issues.
2. Relevant training in qualitative and quantitative methods.

**Supervisory Responsibilities**

1. The incumbent in this position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, and natural light from windows.

**Physical Requirements**

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. The incumbent in this position must be able to accommodate to any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedule, availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Peter Cruz, Associate Director at [peterc@apaitonline.org](mailto:peterc@apaitonline.org). NO PHONE CALLS PLEASE.

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