

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title:	Program Analyst	Division:	APAIT
FLSA:	Non-Exempt	Supervisor:	Senior Program Manager
Salary:	\$20.00 - \$21.42/hour DOE	Date:	01/23/2018

GENERAL SUMMARY

Under the supervision of the Senior Program Manager, the Program Analyst will provide assistance in the coordination of programmatic evaluation, quality management activities, data monitoring and analysis, and planning of specified projects and/or contracts. The Program Analyst will assist in project liaison and operation; program development and grant writing; and other administrative functions of the agency. Personnel must be able to interpret the agency's mission and purpose in the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coordinate timely agency-wide programmatic evaluation activities including but not limited to evaluation tool development and data management and analysis
- Assist with quality management activities
- Provide necessary program documentation, including the administration of evaluation tools, reporting program data, completion of reports, and other program related assignments
- Assist in the development of new initiatives and continuing programs
- Research and assess potential funding opportunities for the agency
- Initiate and coordinate agency proposal writing
- Assist in the coordination of and participate in community events, health fairs and festivals
- Represent the agency by attending local planning groups, community forums and collaboration meetings as assigned
- Other activities as required, to conduct program and agency objectives

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Minimum of a Master's degree with one (1) year related experience in planning, program development, coordination and budgeting in a social service agency; preferably a Master's degree in Social Work, Public Health, Public Administration or related field
- Knowledge of and ability to work with racial/ethnic minority, impoverished and underserved communities and groups (e.g., multi-gender, LGBTQ, substance using)
- Basic knowledge of HIV/AIDS and related co-morbidity issues
- Relevant research training in qualitative and quantitative methods
- Proficient writing and oral communication skills
- Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets and databases)
- Ability to perform duties on some weekday evenings and weekend days when required
- Updated tuberculosis test read, reviewed, and dated by a clinician (annual requirement)
- Verification of employment eligibility
- Valid California Driver's License, plus proof of current automobile insurance
- Reliable transportation for some local travel (<25%) to off-site meetings, agency events, etc.

PERSONAL QUALITIES

- Good problem solving/critical thinking skills
- Strong interpersonal skills and ability to work with staff from a variety of cultures, languages and educational backgrounds
- Ability to coordinate multiple projects and tasks simultaneously in a high pressure environment

SUPERVISORY RESPONSIBILITIES

- This position does not have formal supervisory responsibilities.

ENVIRONMENTAL CONDITIONS (WORKING CONDITIONS)

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

APPLICATION PROCESS:

Please submit cover letter and resume by e-mail to: Abigail Radaza, Senior Program Manager at abigailr@apaitonline.org
No phone calls please.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer