



# SEARCH TO INVOLVE PILIPINO AMERICANS

3200 W. Temple Street, Los Angeles, CA 90026-4522 (213) 382-1819 Fax (213) 382-7445

Job Announcement

## Program Manager

**Programs:** Tobacco Control and Prevention, Consumer Assistance, Public Health Education, Outreach and Small Business Assistance  
**Classification:** Full-Time, Exempt  
**Reports to:** Executive Director  
**Posted:** November 4, 2013  
**Compensation:** Dependent on Qualifications

### Organizational Information:

SIPA was founded in 1972 to serve the needs of Historic Filipinotown, Filipino Americans throughout Los Angeles County and other low-income, immigrant and disadvantaged communities. Its services include counseling and case management, afterschool programs, community outreach and education and a range of community economic development and consumer assistance projects.

### Duties and Responsibilities:

Under the supervision of the Executive Director, the Program Manager is responsible for oversight of all community economic development, outreach and community education and advocacy programs, including:

- Oversee implementation of CED and Outreach programs, including but not limited to small business assistance, financial literacy, consumer assistance and community outreach, education and advocacy
- Manage all contract and grant performance and compliance activities, including completing all reporting and auditing requirements and coordinating with SIPA's fiscal and administrative units on billing, budgeting, human resources and other administrative issues
- Supervise, train and evaluate Outreach and CED staff.
- Maintain external relationships with all program partners, funders and collaborators.
- Assist Executive Director and Director of Administration with overall agency administration, planning, development, public affairs and community relations.

### Qualifications:

- Bachelors degree with at least 2 years experience managing social services and/or community economic development programs in a community-based or nonprofit environment. Masters degree preferred.
- Public affairs experience including working with other community-based organizations, funders, businesses, media, elected officials, government agencies and other public entities preferred
- Understanding of issues related to at-risk, low income, immigrant and other disadvantaged youth, families and communities; Ability to work in high-paced environment and on multiple projects simultaneously with little oversight and supervision
- Must have valid driver license and insurance
- Conversational Tagalog/Filipino preferred.

**To Apply:** Send resume to:

Human Resources  
SIPA  
3200 W. Temple Street  
Los Angeles, CA 90026

or fax to (213) 382-7445  
or email to [dgamoning@esipa.org](mailto:dgamoning@esipa.org)

*SIPA is an equal opportunity employer.*