



ERIC GARCETTI
MAYOR

Proposition 47 Grant & Housing Program Manager, Office of Reentry

Location: Downtown Los Angeles
Terms: Full-Time, Exempt Position

The primary function of the Office of Reentry is to assist in the formulation of policies and programs that support formerly incarcerated individuals secure stability, resources, employment, education, housing and reunification with their families, with the goal of reversing the cycle of long-term unemployment, instability and displacement that grips the formerly incarcerated population. The Office serves as a resource convener and collaborator for a variety of stakeholders to address the short-term and longer term needs of Los Angeles' formerly incarcerated population, serving a vital role in policy advocacy and program development.

The Office of Reentry works to create, support and influence programs and policies aligned with the Mayor's priorities, specifically those impacting economic development and opportunity for underserved communities.

SUMMARY:

The Proposition 47 Grant & Housing Policy Program Manager will serve as the primary point of contact with the California Board of State and Community Corrections (BSCC) and the City's selected contractor(s). He or she shall also be responsible for managing the contractor bidding process, ensuring that the project implementation plan is adhered to, project objectives are met, and reports are submitted according to the timeline determined by BSCC and the Scope of Work (SOW) negotiated between the City of Los Angeles (COLA) and any contractors. He or she will also handle other housing policy work, as assigned. He or she will report to the Director of the Office of Reentry.

PRIMARY RESPONSIBILITIES:

- Manage all programmatic aspects of the Proposition 47 Grant Program on behalf of COLA;
- Communicate and/or meet regularly with BSCC and contractors;
- Ensure all program partners adhere to and meet any data, metrics and reporting requirements;
- Work with partners to ensure that the housing needs of all program participants are met, with an emphasis on connections to County housing programs;
- Draft any program-related reports, publications and memoranda, as necessary;
- Coordinate with accounting staff to ensure that budgetary requirements are met;
- Regularly assess and review program to ensure fidelity and respond accordingly;
- Cultivate opportunities to compliment and leverage County housing and resources and homelessness reduction strategies for the formerly incarcerated population in Los Angeles;
- Seek out funding or policy opportunities to implement housing initiatives for formerly incarcerated individuals and connect those initiatives to larger systems (such as the County's Office of Diversion and Reentry and the Coordinated Entry System); and
- Other duties, as assigned.

POSITION REQUIREMENTS:

EDUCATION: Minimum education level - Bachelor's Degree or equivalent.

WORK EXPERIENCE: The successful applicant will have demonstrated experience in the reentry field, a deep understanding of the City of Los Angeles reentry landscape, as well as a demonstrated ability to work with transitional populations.