PROGRAMS MANAGER | SOUTH ASIAN NETWORK (SAN), ARTESIA, CA

About SAN:

The South Asian Network (SAN) is a 28-year old community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is the only South Asian organization of its kind, providing outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and violence prevention and intervention. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California that does not exist in South Asia itself. It also strives to build alliances among the South Asian community, other immigrant communities, and communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, accomplished and diverse individuals who are passionate about issues such social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work. For more information about SAN, visit www.southasiannetwork.org.

About the Programs Manager Role

Type: Full Time, Exempt

Salary/Wages: DOE

The Programs Manager is a newly created position at SAN. This person will be part of senior leadership and play an active role in strengthening the impact and long-term sustainability of the organization. Their primary responsibility will be oversight of three program units: CHAI (Community Health Action Initiative), CRU (Civil Rights Unit) and AWAZ (Voices Against Violence).

The ideal candidate will be a strong leader, a critical thinker, and possess excellent communications (written and oral) skills. They will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics.

The goal is to ensure that all programs deliver the desirable outcome to our organization.

SAN cares deeply about building the next generation of nonprofit leaders and managers in the South Asian community. Therefore, the ideal candidate will excel in this role and leverage the experience/training to move into executive positions at SAN or similar organizations in the future.

POSITION RESPONSIBILITIES:

The responsibilities of the Programs Manager include, but are not limited to:
- Leading and evaluating program staff;
- Ensuring that all program units are meeting grant objectives and organizational priorities;
- Working with program staff to prepare grant reports;
- Strengthening cross-program collaboration and information sharing;
- Managing and monitoring project budgets;
- Working with program staff to collect and analyze program data and impact;

- Monitoring cross-program trends;
- Preparing grant applications;
  Developing policies and procedures to streamline operations around matters such as, but not limited to, client intakes, monitoring and evaluation, and communications;
- Serving as an effective ambassador and thought leader of the South Asian Network and the South Asian community through outreach, public-speaking engagements, and articles/blogs;
- Representing SAN, when necessary, to policy makers and participating in high level policy-related meetings when needed.

PHYSICAL REQUIREMENTS:

- In an eight-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.

SKILLS AND EXPERIENCE:

- Minimum 5-8 years of professional experience, preferably in a non-profit setting;
- Minimum 2 years of program management experience;
- Experience engaging with policymakers at the state, local, and national level; institutional funders; and organizational partners.
- Postgraduate degree in public policy/administration, social work, sociology, nonprofit management, human rights, or law highly preferred.
- Detail oriented, with strong organizational and analytical skills, able to manage multiple projects simultaneously, and prioritize tasks effectively.
- Ability to understand and analyze basic finances, prepare and monitor budgets.
- Ability to complete timely, confidential, and ethically appropriate documentation.
- Comfort and competence in working independently as well as part of a team.
- Strong PC skills including Word, Excel and PowerPoint.
- Excellent communication and time management skills.
- Ability to work flexible hours, including occasional weeknights and weekends
- Valid California driver's license, insurance, and automobile that may be used during working hours.
- Bilingual skills (English + South Asian language) highly preferred.
- Ability to support the mission and philosophy of the South Asian Network.

DESIRABLE QUALIFICATIONS:

- Previous experience working with the South Asian community strongly preferred;
- Experience developing data tracking systems and setting metrics for success; and
- Understanding of technology, including volunteer and client databases.

To apply, please email a cover letter, resume with salary expectations, and writing sample to: shikha@sansocal.org with subject line " [Last Name] - Programs Manager."

Applications will be accepted on a rolling basis.

The South Asian Network an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.