



Program Manager Position Announcement

Job Title: Program Manager

Salary Range: Starting \$61,380.80

Location: Administrative Office, Santa Rosa, CA

FTE: 1.0

Department: Youth Promotor Program

Exempt Status: Exempt

Supervisor: Director of Programs

Job Summary:

The Program Manager is responsible for advancing Latino Service Providers' mission and objectives by overseeing the Youth Promotor Internship Program and related initiatives. This includes identifying, recruiting, training, and supervising Youth Promotores; developing and evaluating program curriculum to align with organizational standards; and ensuring high-quality deliverables. The Program Manager acts as a primary liaison among key stakeholders, organizations, service providers, and the community at large to build strategic relationships and ensure program success.

Job Responsibilities:

Administrative:

- Project Management:
 - Ensure grant activities are executed effectively to meet objectives aligned with LSP's mission and goals. Provide regular updates and comprehensive reports to the Director of Programs on program progress.
 - Oversee and ensure the quality and efficient implementation of all program operations. Prepare and present programmatic updates and evaluation reports to grant funders and the LSP evaluator.
 - Lead recruitment efforts for the Youth Promotor Internship Program by identifying outreach opportunities, conducting interviews, and coordinating orientations.
 - Oversee Youth Promotor training, cohort development, and supervision of Youth Promotor Leads and projects to ensure successful community health presentations and community outreach.
- Financial Oversight:
 - Collaborate with leadership to develop and manage the budget for the Youth Promotor Internship Program.
 - Monitor expenditures and ensure alignment with project goals and objectives, working closely with the Director of Programs.
 - Maintain reporting processes, ensuring compliance with financial policies and controls, and assist in developing financial reports.
 - Contribute to grant development and fund acquisition efforts to sustain and grow programs.



- Staff Management:
 - Supervise and support Program Coordinators to facilitate progress and ensure the successful execution of Youth Promotor projects.

Community Engagement:

- Marketing, Communications and Social Media:
 - Collaborate with Program Coordinators to create innovative marketing, communication strategies, and social media content to promote the Youth Promotor program.
 - Monitor and analyze social media growth, engagement metrics, and website traffic using analytics tools. Utilize insights to refine and improve marketing strategies as needed.
- Stakeholder Engagement:
 - Establish and nurture relationships to secure training, speakers, and engagement opportunities for the Youth Promotor Internship Program.
 - Collaborate with Youth Promotores to conduct outreach and build meaningful connections with schools, parents, youth, and community members.

Representation, Advocacy & Community Leadership

- Act as the main liaison connecting Youth Promotores with NGOs, public agencies, and private service providers in Sonoma County. Represent LSP at meetings as needed, particularly in the absence of the Director of Programs.
- Participate in community forums to advocate for program sustainability and growth.
- Work with YP to assist in outreach to youth, schools, parents, and all members of the community; building strategic connections and key collaborations.

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, a Bachelor's Degree (B.A./B.S.) in fields related to Community Development, Psychology, Sociology, Public Health, Communications, or a related field and three or more years of non-profit or outreach work experience will provide this opportunity.
- Demonstrated recent professional experience in academic and student services including development, implementation and/or management of a similar federal grant as well as grant writing and budget oversight in higher education, with federal grant expertise required
- Possession of reliable transportation and valid California driver's license with verification of current auto insurance with minimum liability coverage
- Bilingual (Spanish/English) required
- General management experience with financial budgeting; grants management, community organizing; designing, developing, and implementing evaluation strategies



- Sensitivity and ability to relate to people from diverse lifestyles, socioeconomic levels, and cultures with the ability to provide culturally responsive services
- High standard of confidentiality by demonstrating integrity and discretion in dealing with confidential information
- Advanced computer skills: G-Suite and presentation/marketing software such as Canva or Prezi.
- Strong organizational skills, with the ability to manage multiple priorities independently.
- Ability to maintain a flexible schedule to staff occasional weekend and evening activities
- Ability to problem solve both independently and in a team setting
- Ability to actively communicate in both verbal and written format