

## SPECIAL SERVICE FOR GROUPS

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**Title:** Program Manager

**Division:** Asian Pacific Islander Forward Movement

**FLSA:** Exempt

**Supervisor:** Scott Chan, Program Director

**Pay Range or Rate:** \$49,920 to \$54,000

**Revised:**

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### Summary

Under direct supervision from the Program Director, the Program Manager will be responsible for overall planning, development and implementation of a “smoke-free outdoors” policy campaign. The Program Manager will identify key decision makers, develop tactics and engage with media with the goal of passing and implementing comprehensive smoke-free outdoor area ordinances. The Program Manager will be responsible for coordination with the funder (Department of Public Health) and will prepare reports, invoices and other required administrative documents.

### Essential Functions

- Design, in collaboration with others, the smoke-free outdoors policy campaign.
- Identify and engage with key policy/decision makers.
- Set strategy for policy campaign including short- medium- and long-term goals.
- Supervise implementation of policy campaign goals and tactics.
- Conduct community outreach and engagement to assist the program in identifying community stakeholders and build a coalition to support the campaign.
- Conduct legislative visits to build support among local policy makers.
- Participate in writing the ordinance and presenting it to policymakers in session.
- Attend all mandatory staff trainings.
- Attend regular meetings with LA County Dept. Public Health.
- Submit required reports, invoices and other administrative requirements in a timely manner.
- Work with Program Director to hire necessary staff for this project.
- Provide support and supervision to 2 staff on the project.
- Must have a reliable form of transportation.

### Minimum Qualifications - Knowledge, Skills and Abilities Required

Master’s degree from an accredited college or university in public health, public policy and/or social sciences or 3 years of full-time work experience in the field of public health, public policy or similar field.

Must have at least 2 years of community organizing experience.

Must be able to use Microsoft Word and Excel; must be able to access and use web-based applications including e-mail, search engines, screening tools, etc. Must have a valid driver license and proof of insurance; must have ability to organize and manage multiple priorities.

### Supervisory Responsibilities

The Program Manager will supervise one full-time Community Engagement Coordinator, one full-time Assistant Project Specialist, and one part-time Administrative Assistant.

### Environmental Conditions (Working Conditions)

The environment for this position is an office environment. The position requires field-based work (e.g. community meetings) which can involve working at community-based sites within at-risk areas and exposure to weather conditions prevalent at the time.

### Physical Requirements

Typically spends time sitting, standing, walking, kneeling, crouching, reaching, driving, carrying (max. 30lbs), listening, and speaking.

### Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and conceptualize. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, relate to other people beyond giving and receiving instructions.