



JOB DESCRIPTION: PROGRAM MANAGER, HEALTHY EATING & ACTIVE LIVING (HEAL)

Title: Program Manager (June '19 thru March '20)	Division: API Forward Movement
FLSA: Exempt, 40 hrs/wk	Supervisor: APIFM Program Director
Pay Rate: \$55,000/annual	Posting Date: May 2019

Job Summary

API Forward Movement (APIFM), a division of Special Service for Groups, Inc., has an immediate opening for a program manager (PM). The PM will lead APIFM's Healthy Eating & Active Living (HEAL) program and supervise members of the HEAL team. The primary objectives of the HEAL program are to promote healthy living in low-income AANHPI communities by 1) delivering culturally responsive, in-language nutrition education and 2) working with partner organizations to implement sustainable institutional and environmental changes, such as nutrition guidelines and food distribution expansion.

The HEAL program has been active in Koreatown, Chinatown, Little Tokyo, Historic Filipinotown, and San Gabriel Valley since 2017. It is made possible by funding from Los Angeles County Department of Public Health and the Annenberg Foundation. The PM position is fully funded through March 2020.

Essential Functions

- Regular attendance required.
- Lead planning, implementation, and closing of HEAL activities at existing and new partner sites.
- Maintain active communication and collaboration with partner organizations, including sustainability planning.
- Manage, supervise, and support the professional development of HEAL team members.
- Manage and ensure quality of program reporting to funders according to requirements, and coordinate activities in response to funder contract reviews/audits.
- Attend meetings and participate in activities held by funders, partners, and other stakeholders.
- Coordinate communications and marketing of HEAL program activities to promote continued public awareness of the work and relevant health equity issues.
- Solicit and incorporate feedback from team, partners, and community to improve programming and workflow.
- Other duties and special projects as needed.

Secondary Functions

- Evening and weekend work may be required.

Minimum Qualifications - Knowledge, Skills and Abilities Required





- A relevant master's degree is required for this position, with preference for Master's in Public Health (but others will be considered)
- Candidate must be able to work effectively independently and in a team.
- Must be a self-starter and possess excellent communication, organizational, and interpersonal skills, with the ability to work with diverse groups and individuals, including community members, volunteers, and staff at various partner agencies.
- Verification of employment eligibility and background check required.
- Reliable transportation.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Passion for health justice, food justice, and other issues APIFM focuses on
- Prior experience with the implementation of government contracts/grants highly preferred
- Bilingual in an Asian language a plus
- Prior experience conducting community outreach in low-income, multiracial neighborhoods
- Prior experience with social safety net programs, nutrition education, and/or community health

Environmental Conditions (Working Conditions)

Office/community org/public environment. Noise level may range from minimal to loud. May be exposed to weather conditions during the process of promotional or program activities.

Physical Requirements

Typically spends time sitting, standing, walking, driving, carrying (max. 20lbs), listening, speaking

Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Procedure

Please submit a concise cover letter and your resume to info@apifm.org. Ensure that your subject heading is: HEAL Program Manager Application - First Last. Position open until filled. Applications will be reviewed as they are submitted.

