



Position: Program Manager
Program: Trans Wellness Center
Department: Health and Mental Health Services
Reports to: Community Health Programs Director
Salary: \$57,000/year
Status: 100%; Full Time; Exempt; Management
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term, Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:

Under supervision of the Community Health Programs Director, the Trans Wellness Center (TWC) Program Manager is responsible for the implementation, oversight, and sustainability of the TWC programming.

ESSENTIAL FUNCTIONS:

1. Responsible for the planning, development, implementation, and sustainability of all TWC activities;
2. Recruit, interview, select, and supervise appropriate staff and volunteers in consultation with the Director;
3. Initiate, develop, monitor, and sustain collaborative relationships with subcontractors and other parties providing services at the TWC;
4. Work collaboratively with management to maximize patient service provision and ensure the smooth day-to-day flow of operations;
5. Monitor and evaluate staff, volunteers, and subcontractors for quality assurance and contract purposes;
6. Represent the program at local and community meetings in order to maintain awareness of future funding sources, changes in prevention strategies, and maintenance of community relations;
7. Act as a spokesperson for the TWC to funders and the media;
8. Oversee reporting, quality assurance, and evaluation related to contracts;
9. Oversee third party billing;
10. Initiate and monitor financial expenditures and assist with establishing purchase orders and ordering supplies;
11. In coordination with the Director, identify and pursue funding sources to ensure the sustainability of the program;
12. Facilitate interagency referrals and collaborate with other programs and departments;
13. Coordinates with MarCom on promotion activities and marketing materials and other Center departments as appropriate;
14. Participate in all regular meetings as required;
15. Participate in advisory committees as appropriate;
16. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Four years of work experience in health education, outreach, community organization and project management required;
- 4) Knowledge of and experience with implementation and integration of HIV and STI intervention programs;
- 5) Demonstrated effectiveness in managing the challenges of a large, multi-faceted non-profit health care organization;
- 6) Extensive experience with managing multiple priorities;
- 7) Must have strong and confident leadership skills, including team building;
- 8) Proven track record of coaching, counseling, motivating, and evaluating staff;
- 9) Must possess excellent verbal and communication skills;
- 10) Willing to work evenings and weekends;
- 11) Computer skills and knowledge including word-processing, database operations, spreadsheets, and other software systems;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

TRAINING, EDUCATION AND LICENSURE:

- 1) State or County certified HIV Risk Assessment/Disclosure counseling or willingness to obtain certification.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028