



Assistant Program Manager

Adult Services | Los Angeles, CA | Full Time

JOB DESCRIPTION

About Us:

VOALA

Helping Our Most Vulnerable Change Their Life Stories

Volunteers of America is a non-profit human services organization committed to serving people in need, strengthening families, and building communities. VOALA provides a variety of social services to Los Angeles area communities such as Head Start programs, Upward Bound college prep programs, veterans' services, homeless shelters, low-income housing program as well as drug and alcohol rehabilitation. Learn more at www.voala.org.

JOB SUMMARY AND PURPOSE

Under the supervision of the Assistant Director/ Senior Program Manager II, the Assistant Program Manager tracks funding, objectives, and budgets. Assisting with the administration of multiple subordinate programs, the Assistant Program Manager monitors and assures program compliance with all contracts and grants awarded. Supports AD/SPMII in meeting funder and organization requirements and policies and procedures.

DUTIES AND RESPONSIBILITIES

- Work with the Assistant Director/Senior Program Manager II to assist in submitting funding applications, budgets, work plans and reports;
- Perform relevant research to identify available community resources, program and funding opportunities. Assist with grant writing efforts; Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Assist AD/SPMII and the Financial Officer to establish and modify budgets as needed;
- Work with Human Resources and Payroll to coordinate staff data for budgets/progress reports
- Assist in creating policies and procedures for interdepartmental interactions involving grant process/submissions
- Provide guidance and training to the new staff on reporting requirements
- Assist AD/SPMII with funders and advise as to ongoing status of project/program;
- Assist Assistant Director/Senior Program Manager II and program leadership to maintain open lines of communication between funder, program staff, program management, agency administration and regulatory bodies to meet program timelines and requirements
- Maintain contract documentation; (i.e. copies of grant RFP's/proposals, funder guidelines/policy and procedures manuals, budgets, work plans, reporting schedules, progress/data reports) monitoring visit requirements, schedules, corrective action plans, timeline schedules and related documentation;



- Work with CARF Coordinator to meet regulatory requirements of the program
- Supports the Assistant Director/Senior Program Manager II with other responsibilities to ensure compliance
- Assist in facilitating program solving with key leaders to meet programmatic needs identified by Assistant Director / Senior Program Manager II
- Assist in the startup of new programs and planning out program implementation
- Other tasks as may be required by the Assistant Director/ Senior Program Manager II.

Qualifications

REQUIREMENTS:

- Must be able to pass a fingerprint clearance, background check, including criminal history, personal references, employment and education verifications

EDUCATION:

- Bachelor's Degree in Social Services or related field
- Or Bachelor's Degree in Business Administration or related field

EXPERIENCE:

- 2 years' experience administering in the Social Service field.
- OR 2 years experience in business administration/management

KNOWLEDGE:

- Knowledge of general policy compliance including audit

TECHNOLOGY SKILLS:

- Skilled with Microsoft Office suite, including: Outlook, Word, PowerPoint, Excel.
- Proficient in Database Management.
- Proficient in Data Mining and internet-based searches.

SKILLS AND ABILITIES:

- Demonstrated ability to write effective grants in nonprofit setting.
- Ability to develop grant opportunities working with key community partners
- Demonstrated Ability to assist/administer multiple projects
- Demonstrated ability to coordinate subordinates and set priorities for various projects
- Excellent written and verbal English language communication skills – Persuasive speaker and communicator
- Excellent attention to detail, follow-through, accuracy and commitment to constituent satisfaction
- Ability to handle multiple concurrent activities and competing priorities
- Ability to handle highly sensitive and confidential information
- Strong project management skills
- Excellent organization and time management skills
- Ability to meet deadlines and work under pressure
- Proven ability to work with diverse internal and external stakeholders
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, with or without reasonable



- Problem solver

PREFERRED QUALIFICATIONS:

- Master's Degree in Social Services or related field (Including Business Administration)
- 1-year experience working with non-profit
- Case management experience
- 1 year of grant writing or grant administrative experience
- Working knowledge of grant writing
- Familiar with grants.gov, LAHSA file share, HMIS

Volunteers of America is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law

This employer participates in E-Verify and will provide the federal government with your Form 1-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (OHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

APPLY FOR THIS JOB

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Bridget Salinas



You

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