REDWOOD COMMUNITY ACTION AGENCY

Energy & Environmental Services Division

# JOB ANNOUNCEMENT

# JOB TITLE: PROGRAM MANAGER I

**PAY RATE: $34.14 hour / position is salary-exempt paid semi-monthly**

**STATUS: 37.5 hours per week; Monday through Friday, 8:30 to 5:00**

**BENEFITS: Health benefits 1st of month following 30 days of employment; 3 weeks’ vacation year (1); 4 weeks’ vacation year (2) and there after**

**12 sick days; 13 holidays; 401k Retirement Plan with 3% employer contribution after one year of employment**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled – applicants are encouraged to apply quickly as interviews will take place as applicants are received**

**Required Employment Applications and complete job description available at** [**www.rcaa.org/employment-opportunities**](http://www.rcaa.org/employment-opportunities)

**PLEASE NOTE:**

* This job announcement is an abbreviated version of the full job description and should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will be required to follow instructions and perform other duties as required by their supervisor.
* This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
* RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster, or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

## POSITION PURPOSE

Under the direct supervision of the Executive Director, the Energy and Environmental Services Division Manager is responsible for the development and management of the Division’s various programs including assisting with the hiring and supervision of office and field staff; preparation of programmatic narrative and statistical reports; ensuring compliance with various programmatic, state, federal and local codes and regulations; assisting with grant writing and competitive bid preparation to secure additional funding. The Program Manager, working with the Executive Director, assists with the monitoring of local, state, and federal legislation, regulations and policies affecting low-income services with the intent of educating the appropriate entities as to the impact of the proposed legislation, regulations, and policies on the constituent population.

**ESSENTIAL JOB FUNCTIONS**

Must be experienced in and willing to communicate with staff at all levels. It is extremely important to verbally communicate with staff and form a positive and interactive working relationship with them.

When you are first hired sit down with each individual employee, get to know them and the job that they do, and how they do it. This is an important piece to forming a cohesive team.

## JOB REQUIREMENTS

**Knowledge of and Experience With:**

* All phases of program and staff supervision including preparation of monthly reports
* Administration of grant and fee-for service funding including budget development and management
* Grant writing and competitive bid preparation
* Statistical and data collection and interpretation
* Personnel management
* Management of records, fiscal resources, and contracts
* General office principles, practices, and procedures
* Dealing with the public or social services clients
* Basic interview and assessment techniques
* Local community resources in relation to client needs
* General knowledge of budget preparation, financial record keeping procedures, and budget analysis
* Basic math and statistical computation
* Computer software at intermediate level – MS Word and Excel; plus database programs

## MINIMUM QUALIFICATIONS

**Required:**

* Two (2) years’ demonstrated experience working with low-income people in a social services agency or service-related business requiring contact with the public.
* Two (2) years management experience, including the supervision of staff and/or volunteers.

**Desired Qualifications:**

* Bachelor’s Degree in Business Administration, or in a field related to the specifics of the position and division. In lieu of educational requirements, equivalent experience may be substituted on a year-by-year basis.
* Possession of a Contractor License - Class B
* Experience in grant writing, report preparation or competitive bid preparation requiring a narrative and budget.
* Knowledge of Abila accounting software and Hancock database software
* Familiarity with non-profit funding sources, strategies, and methods for non-profit program management
* Ability to communicate effectively in Spanish, both written and oral forms
* Valid First Aid and CPR certification or willingness and ability to be certified.
* Background in energy efficiency

**OTHER REQUIREMENTS**

* Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record
* Submit to background check for criminal record clearance with acceptable results.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***