



## Program Manager of EA Shelter Services

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

We are seeking a Program Manager of EA Shelter Services to oversee the operations of Community Teamwork's Emergency Family Shelters which include both Scattered Site and Congregate shelter models. Responsibilities include: Direct the administration and management of congregate and scattered sites shelter units; Oversee Shelter management positions to ensure program compliance with state regulations, performance standards, and reporting requirements; Assist shelter staff with emergency guidance as needed; Oversee shelter budget through monthly monitoring, annual planning, and tracking expenses; Ensure appropriate orientation, supervision, and training of staff; Coordinate program, staff, and team meetings to assess and achieve program goals and needs; Develop community linkages, partnerships, and engagement; Assist with the development of program services; Manage Annual, monthly and weekly reporting expectations for the program.

Qualifications include:

- ◆ Bachelors' Degree required, preferably in a related field. Master's Degree preferred.
- ◆ 4+ years of related experience.
- ◆ 2+ years of program management experience including supervision of staff.
- ◆ Strong understanding of social service systems and services provided.
- ◆ Excellent Customer Service, organizational, interpersonal, oral and written communication skills.
- ◆ Excellent project management skillset.
- ◆ Knowledge and experience working with low income, culturally diverse, and at-risk families and individuals. Knowledge of family systems and dynamics with providing services to clients.
- ◆ Ability to maintain accurate records and maintain confidentiality of information.
- ◆ Proficient computer skills required in basic computer software and data collection systems.
- ◆ Strong leadership skills working with a diverse population.
- ◆ Strong decision making skills and problem solving abilities.
- ◆ Ability to manage multiple priorities and work in a fast-paced environment.
- ◆ Excellent crisis management skills.
- ◆ Bilingual (English/Spanish, English/Khmer, English/Portuguese, English/Arabic) preferred.

If you are interested in this position, please click on the following hyperlink:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101_000001&type=MP&lang=en_US)

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

Affirmative Action Employer/EEO