



## Job Announcement

**Position:** Program Manager

**Programs:** SistaCoach Program/Thought Partner Program

**Date Opened:** December 17, 2021

**Salary:** \$55,000- \$60,000 Annually

**Employment Type:** Full-time, Exempt Position

**Location:** Stockton/San Joaquin County

The Amelia Ann Adams Whole Life Center's mission is to empower the lives of women, men, and children by providing supportive services, resources, and other tools that create opportunities for individuals and families to overcome their current obstacles. Our vision is building community through relationships based on LOVE, FAITH, and COMPASSION.

### Project Description

AAAWLC's **SistaCoach Program**, provides one on one support to pregnant and parenting Black/African American women in a culturally safe environment. SistaCoaches offer education, resources, and on-going assistance during and after delivery up until the baby turns one year of age.

Our **Thought Partners Program** is another way we describe case management. Residents are connected with a thought partner to assist them in thinking through challenges, connecting them to need resources, and celebrate their wins and accomplishments.

### Responsibilities

AAAWLC announces a Program Manager (PM) position that will support the Executive Director, program staff, partners, and volunteers in implementing the AAWLC SistaCoach program and Thought Partner program. The PM ensures that the scope of work is met, provides program oversight and design, and project management. The PM is responsible for supervising and mentoring program staff, project sub-contractors, and volunteers. The PM will assist the Executive Director in securing additional funding to sustain the SistaCoach program and AAWLC Thought Partner program. In addition to team and program management, the PM will facilitate and submit program reports to program funders. The PM is expected to have their own transportation and vehicle insurance, must be physically able to lift up to 50 pounds, proficiently use a computer, email and internet-based applications. Fiscal reporting experience, management, budget management, and grant writing experience is required.

❖ **Inclusive leadership and management:** Exercises authority without asserting dominance: Brings a clear vision and recognizes the value of divergent perspectives. Approaches leadership with a mindset of "power with" rather than "power over" and regularly includes others in planning and decision-making. Able to make and communicate difficult decisions in the best interest of the organization.

❖ **Excellent communication skills:** Speaks and writes clearly on behalf of the organization and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others' perspectives.

**6702 Inglewood Ave. Suite K | Stockton, CA 95207 | 209-888-7174 | [aaawlc@aaawlc.org](mailto:aaawlc@aaawlc.org)**

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- ❖ **Highly organized, motivated, and detail oriented:** Manages a high volume of work with efficiency: Creates, a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines.
- ❖ **Grant writing:** Develops a plan to sustain the work. Research potential grants and works with the management team to produce high quality grant proposals.
- ❖ **Building strong relationships:** Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Listens closely to understand needs or concerns, and takes steps based on that input. Gets back to people in a timely manner. Takes pride in providing clear, helpful information.
- ❖ **Project oversight:** Demonstrates a commitment to continually improve program outcomes. (Considers community feedback/needs)
- ❖ **Mentor and develop staff:** Supports direct reports by strengthen their skills, coaching, and providing direct feedback and direction.
- ❖ **Trauma informed:** creates and implements programs centered on healing, trauma-informed practices, and promotes resiliency.

### **Desired Qualifications**

We're seeking candidates who excel in relationship-building, are results-oriented, and have strong project management skills. You should have:

- ❖ A track record of developing and maintaining strong working relationships with a diverse group of stakeholders
- ❖ A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles
- ❖ Experience managing multiple projects and ability to oversee a cadre of staff, consultants, and volunteers
- ❖ Ability to coach and mentor team members
- ❖ Grant writing and sustainability
- ❖ Models and inspires accountability
- ❖ Have a passion for serving people

### **How to Apply:**

Please send a cover letter and resume to Christina Peoples, Executive Director, at [CP@AAAWLC.ORG](mailto:CP@AAAWLC.ORG) .

*The Amelia Ann Adams Whole Life Center provides equal employment opportunities to all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or genetics.*

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