



Job Announcement- COVID Equity Program Manager

Position: COVID Equity Program Manager

Program: COVID Equity Project

Date Opened: Jul 25, 2022

Salary: \$62,000-\$65,000 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 COVID Equity Project partners with community partners to provide education to Stockton's community to reduce the spread of COVID-19. AAWLC and partners work with trusted messengers like community residents, faith-based organizations, and other cultural settings to share accurate information about vaccinations, proper PPE, testing locations, and assist with increasing access to vaccinations. Additionally, program staff will provide direct support to Stockton/San Joaquin County residents that have been impacted by COVID-19 by providing case management, healing support groups, and resources.

Responsibilities

The Amelia Ann Adams Whole Life Center (AAAWLC) announces a Program Manager (PM) position that will oversee staff and program services for the AAWLC COVID Equity Project. The PM ensures that the scope of work is met to ensure active participation in activities that will reach the targeted population. The PM is responsible for supervising program staff, project subcontractors, and reports to the Executive Director. The PM will assist the Executive Director in securing additional funding to sustain the COVID Equity Project. In addition to team and

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program participation, 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, 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.
- ❖ **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 work 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. Get back to people in a timely manner. Takes pride in providing clear, helpful information.

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 and among a diverse group of stakeholders

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- ❖ 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, resume, and writing sample (past program report, essay, or something similar to shows your writing skills.) to Christina Peoples, Executive Director, at 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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