

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Supervisor
FLSA: Non-exempt, Full Time with benefits
Pay range or rate: Commensurate with experience

Division: Youth
Supervisor: Program Director
Revised: May 2020

Summary

Under the supervision and direction of the Program Director, the Program Supervisor will work collaboratively with department staff to coordinate all activities as it relates the youth development and leadership program. Activities focus upon the development of young leaders related to education, economic, health, racial, and other justice issues for low income communities. Activities will include, leadership development, integrated voter engagement, community organizing, career pathways, academic support, policy and advocacy, and other support for youth and their families. The Program Supervisor provides supervision of day to day program activities and strategies, creation of program documentation and evaluation methods, and other administrative and programmatic duties as necessary. The Program Supervisor will work with partners including school districts, career pathway partners, universities, and other community partners. The Program Supervisor will support fund development for the department as well as communications and promotions of the program/department.

Essential Functions

- Assist the Program Director with supervision of day-to-day program activities.
- Assist in evaluation and assessment of the program, creation and management of database.
- Assist in monitoring service delivery outcomes, program performance and contractual goals.
- Assist Program Director of ongoing capacity building of the program, organization and partners
- Assist in the implementation of scopes of work of program staff as well as train staff in program functions.
- Monitor employee productivity and providing constructive feedback and coaching
- Facilitate and/or provide training opportunities to increase professional development of staff
- Prepare performance reports as required by funders
- Conduct program presentations for community partners, school administrators, and funders
- Participate in staff and program related meetings, trainings, and supervision sessions. Perform any other functions as needed by management and agency

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree required.
- Minimum 3 years of youth program experience
- Strong organizational, writing and communication skills; good attention to detail.
- Ability to work in diverse team of colleagues and populations.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Ability to work some evenings, weekends.
- Current and valid California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required.
- Verification of employment eligibility and Background Check required.
- Regular Attendance required.

Non-Essential Qualifications

- Experience working with underserved communities.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- Experience working with at-risk, high needs youth and young adults.
- Understanding of child and transitional age youth developmental issues.
- Must be comfortable working in a team environment.
- Excellent networking and communication skills (verbal and written).

Supervisory Responsibilities

This position may supervise volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA has since evolved to serve all communities especially those who are low income and underserved. OCAPICA staff speak 26 languages and serve more than 40,000 community members a year through programs in health, mental health, youth development and education, civic engagement and policy, and workforce development.

Application Process:

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Email: careers@ocapica.org

FAX: (714) 636-8828

Please ensure that the email subject has the job title: **Program Supervisor - Youth**

No Phone Calls Please

OCAPICA is an Equal Opportunity/Affirmative Action Employer