



PROGRAM MANAGER

DEPARTMENT: Community Engagement
REPORTS TO: Senior Program Director
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: \$24.04 - \$25.61 per hour

POSITION PROFILE:

The Program Manager provides broad programmatic direction and management and ongoing support and facilitation tobacco prevention efforts related to the implementation of the San Diego Smoke-Free Project. The Program Manager will supervise the Prevention Specialist, Community Organizer and subcontractors and work for policy and social change around tobacco drug use in a systematic, deliberate and collaborative way. This position is under the supervision of the ATOD Prevention Senior Program Director.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Work collaboratively with all participating agencies and community collaborations to develop and maintain subcontracts, written memoranda of understanding, protocols, and all necessary information for planning resource coordination for prevention activities.
- Establish and maintain current, accurate, and confidential records, statistical data and outcome monitoring systems for purposes of reporting, contract management, etc.
- Prepare and deliver written and oral reports to the funding sources, collaborators, and community groups.
- Participate in San Diego County Tobacco Control Meetings and collaborate with key partners.
- Build a working knowledge of the smoke-free housing and tobacco retailer licensing and build relationships with key community members in San Diego, National City, Imperial Beach and Chula Vista, business sector, schools, behavioral health service providers, and decision-making bodies like planning groups and town councils.
- Support young adult leadership efforts, coordinate with credible messengers to develop peep support groups and develop protocols that support cessation services in the county including but not limited to the California Smokers Helpline.
- Other tasks as assigned by the ATOD Senior Program Director.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree preferred.
- Bilingual in English and Spanish is preferred.
- Experience in community and economic development working with collaborative efforts and/or similar initiatives relevant to environmental prevention.
- Must have access to reliable transportation and be willing to use it for job-related tasks.



PROGRAM MANAGER

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to work with diverse community and neighborhood organizations and constituencies.
- Demonstrated effectiveness in working with youth.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. SAY San Diego is continuing to monitor state and federal guidelines related to COVID. At the time of hire, the position may require temporary telework.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job

include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.