



## **JOB ANNOUNCEMENT**

### **Program Manager Los Angeles Program**

#### **The Organization**

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

#### **TEAM: Los Angeles Program**

CSH's Los Angeles Program office opened in 2004 with one full-time employee and has since grown to a staff of nine. Since 2004, CSH LA has provided over \$60M in predevelopment and acquisition loans and \$2.4M in grants that stimulated the development of over 3,000 new units of permanent supportive housing throughout LA County. The Los Angeles Program continues to be a catalyst for supportive housing creation in every region of LA County, with a special focus on vulnerable populations including homeless youth, older adults, formerly incarcerated individuals, and frequent users of the health system. CSH LA is also committed to increasing the capacity of all supportive housing partners including property managers, service providers, and residents to create and sustain strong communities.

#### **Job Description**

CSH is seeking a Program Manager to support our capacity building efforts including the Supportive Housing Community Advocates project, our work on elder homelessness, and our work in underserved communities. The Supportive Housing Community Advocates project provides skill-building training for supportive housing residents to provide residents with the knowledge, tools, and opportunities to educate the general public, funders and policy makers on the solutions to homelessness and the impact of supportive housing. CSH's elder homelessness initiative will document the best practices for serving homeless older adults in supportive housing and provide a series of trainings on how to assist this unique population in supportive housing. CSH's work in underserved communities builds the capacity of local providers to deliver quality supportive housing in every community throughout Los Angeles.

The ideal candidate is an accomplished professional with strong skills in project management, managing multiple projects and priorities with the proven ability to work well both independently and within a multi-disciplinary team environment. Applicants should be highly motivated, inspired and creative individuals. This position is a 12-month contract position and is renewable pending funding availability.

#### **Position requirements**

CSH is seeking a creative, goal oriented individual. Under the supervision of the Associate Director of the Los Angeles office, this position will be responsible for advancing CSH's strategic goals and priorities by providing project and program specific assistance, training and capacity building to community-based partners in both the public and private sectors.

#### **Responsibilities**

- Cultivate and maintain relationships with key local and state stakeholders, including government representatives, non-profit organizations and technical assistance providers
- In collaboration with the LA staff, provide the needed technical assistance and training to increase the capacity of the Los Angeles supportive housing industry
- Lead the Supportive Housing Community Advocates project, including coordinating monthly trainings, coordinating project partners such as volunteers, other nonprofits and supportive housing residents, tracking program outcomes and reporting to funders
- Develop a toolkit of best practices for supportive housing providers serving older homeless adults

- Work with local organizations to build and support a development pipeline to increase the supply of supportive housing for older homeless adults
- Participate in the development of a policy agenda and engage key external partners in advancing this agenda
- Assist in CSH's evaluation efforts
- Work with existing PSH providers to improve the operation and effectiveness of existing PSH units
- Prepare timely reports for internal management and funders
- Administer and monitor consultant agreements
- Perform any other duties or special projects as assigned by the supervisor
- Regular local and occasional state/national travel required

**Qualifications:**

Successful candidates will be adaptive, entrepreneurial, problem solvers with a demonstrated commitment to social justice. Their work will be driven by strategic thinking and executed with creativity and flexibility.

- Bachelor's degree; advanced degree preferred. Equivalent experience may substitute for education.
- Minimum of 5 years of experience in creating programs and/or policies serving vulnerable populations, such as homeless individuals and families. Experience in the supportive housing field is a plus
- Knowledgeable of issues related to supportive housing including homelessness, low-income housing and community development, finance, state and local policies, social service delivery, community development, mental illness, AIDS, harm reduction, etc.
- Demonstrated skills at building collaborative partnerships
- Demonstrated experience at managing multiple assignments effectively
- Ability to take initiative and pursue goals with minimal supervision
- Strong analytical, interpersonal, presentation and written and verbal communication skills
- Excellent computer skills including extensive knowledge of MS Word, MS Excel, MS PowerPoint, Microsoft Outlook, and ability to manage on-line learning communities

**To Apply:**

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

<https://home2.cease.adp.com/recruit/?id=11550122>

(Please note that some internet browsers may not allow you to upload, if that is the case please try a different browser or email your resume and cover letter to [jobs@csch.org](mailto:jobs@csch.org) )

*CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.*