



## Program Manager- Watts BusinessSource Center JOB DESCRIPTION

**Reports To:** Program Manager  
**FLSA Classification:** Full-Time, Exempt  
**Department:** BusinessSource Center  
**Location:** Watts BusinessSource Center  
**Salary Range:** \$7,000 - \$8,000 per Month

### Position Summary:

The Program Manager is responsible for supporting the Senior Program Manager and Program Director in managing the daily activities for contract compliance, including staff oversight, establishing systematic processes, and developing community resources to achieve client and program outcomes. The Program Manager must attend all City of LA mandatory meetings and events. The Program Manager must assist the Senior Program Manager and Program Director in successfully meeting all contract deliverables, goals, and program key milestones. Must maintain communication, data documentation management, budget oversight support, and monthly program reporting to the Senior Program Manager and Director of Programs.

### Essential Duties and Responsibilities:

#### Staff Management:

- Manage Program Staff
- Responsible for selecting staff to carry out a program or project
- Supervise and monitor work of staff members involved in project or program
- Act as coach/mentor for staff throughout daily duties

#### Budgeting:

- Must manage budget for program and accounting for expenditures

#### Evaluate Program Success:

- Observe program activities, collect data and create reports based on obtained data
- Report findings to senior management and board of directors

### Required Knowledge, Skills, and Abilities

- Must have well rounded arsenal of managerial, budgeting and leadership skills
- Well-organized and innovative approach to managing a diverse team
- Minimum of two (2) years of experience managing City of Los Angeles BusinessSource and/or other business technical assistance program
- Strong time management and prioritization skills
- Ability to manage a team and establish cooperative working relationships
- Possess strong written and verbal skills
- Excellent problem solving and decision-making skills
- Organized with strong attention to detail
- Spanish speaking highly desired, but not required



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**DETAILED OUTLINE OF QUALIFICATIONS**

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Willingness to learn new approaches and techniques to apply to job practice, such as the 40Developmental Assets

**Education Requirement:**

Minimum A.A. Business Degree or 6 years of business development experience.

**Computer Skills:**

- Knowledge of the use of computers and variety of software applications and understanding how to navigate the internet.
- Must be proficient in MS Office Suite [Word, Excel, PowerPoint]
- Familiarity with Salesforce, Constant Contact or other CRM.

**Certificates and Licenses:**

No certifications needed

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderate at times. Must possess the ability to work in a fast pace environment. Must be highly organized and detail oriented.

**Physical Demands:**

There are physical demands required in this position.

Occasional community work and/or various community outreach events (e.g. health fairs, faith-based meetings). At times may be standing for up to one hour at any given time, some walking. Obtain the ability to lift/file a box weighing between 15 to 20 pounds.

*If you are interested in applying for this position, please submit your cover letter and resume to:  
HR@vsedc.org*