



P.O. Box 431038, Los Angeles, CA 90043 323-786-2413 [www.thesoh.org](http://www.thesoh.org)

## **Area Director, South Bay**

**Pay: \$52,000 - \$60,000, commensurate with experience (exempt)**

**Organization:** Sanctuary of Hope (SOH) is a nonprofit that provides education and housing stabilization services to Transitional Age Youth (TAY), ages 16-25, who are homeless, foster care/probation, at-promise, or extremely low-income in the South Bay region. SOH helps youth and young adults build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

**Summary:** The Regional Director for Sanctuary of Hope will oversee programs in the South Bay region and will have the responsibility of expanding programs and cultivating relationships with community members and city entities.

### **Duties and Responsibilities:**

- Administer and oversee all South Bay programs and employees.
- Develop written program operations and protocol manuals for programs for local site locations.
- Provide leadership in performing program development and expansion activities.
- Analyze program reports and data for projections and program modifications recommendations.
- Foster strong relationships with the local community and nonprofit partners.
- Network with local agencies and coalitions and set monthly outreach goals.
- Network with local government agencies and officials. Develop and implement monthly strategy for communication and contact for relationship-building and policy change.
- Perform contract reporting and compliance, review, and authorization for monthly and quarterly reports prior to submittal.
- Supervise meeting contract goals and objectives and modify program operations in order to meet goals if necessary.
- Evaluate monitoring and compliance reports.
- Review and explain contract scope and services to appropriate staff.
- Perform recordkeeping and reporting of program activities on electronic reporting systems (Social Solutions, HMIS, evaluation partners, etc.) for outcomes and evaluation.
- Report and resolve issues
- Attend monthly staff meetings.
- Perform other duties as may be assigned by Executive Director.

**Education:** BA in human services field and 2 years of program management experience

### **Qualifications:**

- Demonstrated experience working with at-promise youth to reach their housing, employment, or education goals
- Advanced in written and oral communication
- Proficient in Microsoft Office applications



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- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education, at-risk youth issues
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Knowledge of Trauma-Informed Care and Practices a plus
- Knowledge of Harm Reduction and Practices a plus
- Ability to work collaboratively, but independently
- Ability to pass a criminal and child abuse index background check
- Ability to pass drug screening
- Reliable transportation and clean DMV record

***Certificates, Licenses, Registrations:***

- Valid California Driver's License and proof of auto insurance
- Adult CPR & Basic First Aid
- TB Test Clearance

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

To apply send cover letter and resume to [recruitment@thesoh.org](mailto:recruitment@thesoh.org).