

WEST HOLLYWOOD The Creative City



Social Services Program Administrator

Salary range is \$6,790 to \$8,637 monthly—plus excellent benefits!

Since its founding, the City of West Hollywood has maintained an unparalleled commitment to addressing the needs of our community, as indicated by the \$4.2 million the City commits annually toward social services for those in need of support. We invite you to be part of our nationally-recognized team of Social Services professionals, who provide detailed oversight of these services to guarantee their quality and effectiveness.

The position of Social Services Program Administrator requires a strong background in project management for grants and is responsible for monitoring contracts and all stages of program development, from design to implementation. The ideal candidate has strong written and oral presentation skills, a history of successful direct client interaction and recent experience working with LGBT and Senior populations.

The City of West Hollywood is an exciting and positive place to work. We embrace diversity, encourage creativity, and reward dedication to our most important goal, which is responding to the unique needs of our local community.

Requirements: Bachelor's degree from an accredited four-year college or university in a related field (Master's degree is preferred) and, four to five years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Licensed Clinical Social Worker and Licensed Marriage and Family Counselor (desirable).

Applications are due **June 18, 2014 by 5:00 pm.**

Applicants must submit a City job application and answer supplemental questions. To apply and view detailed job information please visit

www.weho.org/jobs AA/EOE

If you have questions or need special accommodations with the recruitment process, please contact Seantea Burroughs at (323) 848-6365 or sburroughs@weho.org

