

# The *Creative* City

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## JOB OPPORTUNITY

# Social Services Program Administrator

\$7,777– \$9,937 monthly

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Deadline to submit application materials:

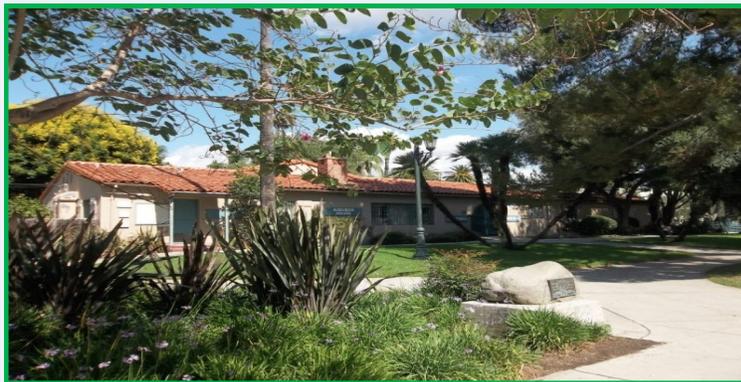
August 11, 2016 @ 5:00 pm

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HR Contact: **Clarice Trinidad**

**Job Summary:** Performs a variety of complex professional functions related to social services programs, including: serving as project manager for grants, social services program and in-house projects; collecting, analyzing and presenting data for grants; designing, developing, planning, implementing and overseeing various projects, programs and activities; drafting requests for proposals, evaluating vendors and recommending contract award; negotiating contracts; and providing technical advice to various agencies.

**Requirements:** Bachelor's degree from an accredited four-year college or university in a related field (Master's degree preferred). Four to five years of progressively responsible related experience. Licensed Clinical Social Worker / Licensed Marriage and Family Counselor (desirable).



**TO APPLY:** Please complete an online application.

**CITY APPLICATION:**

<http://www.weho.org/services/employment>

