

THE CITY OF WEST HOLLYWOOD IS SEEKING A DYNAMIC

# STRATEGIC INITIATIVES PROGRAM ADMINISTRATOR

with the Strategic Initiatives Division

- **Project manager and administrator for division programs, projects and grants.**
- **Oversees program/project design and development, implementation, administration and evaluation.**
- **Serves as a cross departmental, inter- and intra-agency liaison.**
- **Reviews and analyzes programmatic and fiscal reports.**
- **Oversees and monitors contract administration.**
- **Social services delivery related to:**
  - Homelessness**
  - Aging/older adults**
  - LGBT issues**
  - Poverty reduction**
  - Women's issues**

## **Minimum Qualifications:**

- **Bachelor's Degree; Master's Degree is preferred**
- **4-5 years of progressively responsible direct related experience**

**\$8,460.92 - \$10,810.78 MONTHLY**  
**APPLICATION DEADLINE:**  
**APRIL 8, 2020 AT 5:00 PM PACIFIC**

For Job details and requirements, and to apply online, please  
visit [weho.org/jobs](http://weho.org/jobs)  
EEO/AA



City of West Hollywood  
California 1984