

THE CITY OF WEST HOLLYWOOD IS SEEKING AN INNOVATIVE

SOCIAL SERVICES PROGRAM ADMINISTRATOR

with the Social Services Division

- **Project manager for grants, social services programs and in-house projects**
- **Request for Proposals**
- **Contracts Management**
- **Grants Management**
- **Program Evaluation and Oversight**
- **Liaison to Committees, Non-Profits, Contract Agencies**
- **Social Services delivery related to:**
 - Health Education**
 - HIV/AIDS Resources and Education**
 - Food and Shelter**
 - Homeless Services**
 - Mental Health**
 - Seniors, people living with HIV/AIDS, LGBT, Children & Youth, Immigrants, people living with disabilities**
 - Crisis Intervention**
 - Domestic Abuse Resources**

Minimum Qualifications:

- **Bachelor's Degree; Master's Degree is preferred**
- **4-5 years of progressively responsible direct related experience**
- **Licensed Clinical Social Worker (desirable)**
- **Licensed Marriage and Family Counselor (desirable)**

\$8,460.92 - \$10,810.78 MONTHLY
APPLICATION DEADLINE:
JUNE 29, 2020 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit: weho.org/jobs

EEO/AA



City of West Hollywood
California 1984