

THE CITY OF WEST HOLLYWOOD IS SEEKING AN INNOVATIVE

SOCIAL SERVICES PROGRAM ADMINISTRATOR

with the Social Services Division

You are invited to join a dedicated and compassionate team who are committed to providing support to the City's most vulnerable community members. The City of West Hollywood is seeking an experienced social services professional with extensive experience in administering social services programs, Requests for Proposals (RFPs), contracts and grants management. The successful candidate will have recent hands on, direct-related experience administering/coordinating programs for community needs and social services delivery. The ideal candidate will have a proven track record of designing, implementing, managing, and evaluating such programs. The incumbent must have experience working with diverse populations. Additionally, the candidate must be skilled in preparing well-written, clear, and concise reports, correspondence, and other written material, and possess strong public speaking skills. Experience working with non-profit/regional partnerships, boards, committees and/or commissions is highly desirable.

The Social Services Division offers social services programs related to:

- Crisis Intervention
- Food and Nutrition
- Health Education
- HIV/STD Prevention and Treatment
- Homeless Services
- Mental Health
- Older adults, people living with HIV/AIDS, LGBTQIA+, Children & Youth, Immigrants, people living with disabilities
- Substance Use Disorder Treatment Services

Minimum Qualifications:

- 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.

\$110,436.12 - \$141,107.40 ANNUALLY
APPLICATION DEADLINE:
MARCH 7, 2023 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