



Southeast Asian Development Center

Southeast Asian Development Center ECONOMIC SUCCESS PROGRAM MANAGER

Are you looking for a fulfilling career in fostering a healthy, thriving, and self-sufficient Southeast Asian American community? Southeast Asian Development Center (SEADC) seeks an **Economic Success Program Manager** to lead our Economic Success Department programs supporting low-income Southeast Asian adults by providing them with the tools to be work ready, placed into jobs, improve English and self-efficacy skills, access to basic needs and housing.

As our **Economic Success Program Manager**, you will also manage all aspects of the programs, direct the day-to-day program operations, manage internal and external relationships, and support a team of up to 5 staff, coach and support volunteers, drive processes and strategies to reduce poverty and increase income for our adults, and uses data to drive decision-making and progress.

The **Economic Success Program Manager** is an inspiring team leader, savvy at the art of managing people and projects, is goal-oriented and is excited by both strategic and on-the-ground work. And also has a deep understanding of economic strategies and resources to improve Southeast Asian Americans economic status.

Due to COVID-19, all staff are working remotely; due to community needs, all staff will be required to support direct programming in areas such as youth engage in-person Community hubs, distributing food and PPE and or assisting in-person clients to access COVID-19 testing and other needed client support.

About Us:

Founded in 1978, the Southeast Asian Development Center, formerly Vietnamese Youth Development Center (VYDC) is a nonprofit organization dedicated to lifting children, youth and families from Cambodia, Laos, and Vietnam out of poverty. Our services are structured around providing low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. We provide jobs, academic support, language service, health, and wellness, promote cultural resiliency and social guidance. Learn more about us at: <https://seadcenter.org>

Compensation and Great Benefits!

Salary range: \$65,000 - \$70,000 dependent upon experience.

Benefits include: medical, dental, vision, AD&D, commuter benefits, 12 holiday days, 15 vacation days and 10 sick days per year.

Responsibilities:

Program Management:

- Under the direction of the Program Manager, manages the planning, implementation, and evaluation of programs
- Oversees daily operations of programs and sites; tracks outcomes, implements case plans; ensures retention of clients; confirms program compliance to ensure accuracy and integrity of all documentation
- Develops annual program work plans in achievement of the organization's strategic priorities and contract deliverables
- Participates in the development, evaluation, effectiveness, refinement/quality of service delivery including field training and support to ensure quality and effectiveness of services
- Collaborates with the Program Director; budgets, contract control, staff time tracking, financial back up documentation, reporting and renewal, and all aspects of program/projects
- Coordinates with fund development and communications department to share client impact and stories
- Ensures seamless business and service delivery across agency departments

Talent Management:

- Hires, trains, develops, supports, and supervises staff on best practices for effective non-profit agency partnerships, academic institutions, companies, corporations, and government; manages staff performance to meet program expectations
- Mentors staff in their development to engage and support participants toward outcome achievement through individual and community-based programming; provides weekly one-on-one participant-centered supervision to service staff
- Provides staff with program economic self-sufficiency information, including enrollment into housing, social service navigation and referrals, workforce readiness, English and life skills improvement for clients
- Facilitates regular staff team meetings; attends weekly agency staff meetings; meets weekly with the Program Director
- Ensures awareness and access to community resources for all staff
- Engages clients and staff in fundraising activities

Partnership and Community Engagement:

- Represents SEADC to key stakeholder groups; engages with issues impacting Southeast Asian Americans; knowledgeable of emerging needs, trends, and research
- Strengthens interagency relationships and acts as an ally to partner organizations; ensures SEADC representatives are engaged and familiar with key partners and stakeholders
- Manages interagency collaborations, documenting expectations/roles/responsibilities of all parties and provide ongoing appreciative/development feedback to colleagues
- Orchestrates site visits and tours for funders and community providers

Direct Client Support:

- Provides support to promote conflict resolution, safety or action planning, or crisis de-escalation
- Provides support to participants during staff absence or vacancy

Qualifications:

- Commitment to the mission of SEADC
- Bachelor's degree or equivalent experience; Master's degree in Public Administration; nonprofit leadership, social work or related field is a plus
- Two plus years' experience in career development, job placement, economic development, or social work/social service
- Two plus years of supervisory experience
- Two plus years' experience with low-income community members
- Proficiency with Microsoft Office Suite; Salesforce
- Successful program development and management experience, and execution of programs, events, campaigns, or productions
- Knowledge of low-income individuals, immigrants, and or English language learners
- Demonstrated cultural competency and providing services to underserved populations; verbal and written fluency in a language other than English is desirable
- Excellent judgment and proven ability to independently develop solutions, take immediate action, manage multiple projects with competing priorities, and complete them in a timely manner
- Experience working with small business and or entrepreneurship is a plus
- Experience in working with volunteers, interns, and professionals
- Ability to work cooperatively on a multi-disciplinary diverse team
- Strong research, writing, oral communication, and presentation skills
- Able to work evening and weekends and some travel as required

To Apply:

Please send your resume, a cover letter, and a brief writing sample to: SEADCJobs@gmail.com; please put **"Economic Success Program Manager"** in the subject line.

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.