



Job Description for: Program Officer

Program Area: Social Change Institute

Job Classification: Exempt, Full-time

Reports to: Portfolio Director

Last updated: September, 2021

Organization Summary

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been at the forefront of systems change work to eliminate disparities in health and well-being. Our policy areas include Health Systems, Food Justice and Community and Economic Resiliency. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state, and national level to improve the health of under-served and marginalized communities.

Summary Description

The Program Officer reports to the Portfolio Director and works in teams by initiatives, which may be led by a Director, Senior Program Officer, or another senior staff member. The Program Officer will supervise program progress and proposals, manage projects, interact with grantees on contract/program compliance, oversee grant budgets and identify opportunities for new program development and expansion.

Essential Duties and Responsibilities

- In collaboration with the Portfolio Director, provides grant program oversight and administration, grant application/proposal review and processing, coordination of grant review committee, funders and partners, oversees grant program evaluations and benchmarking, prepares reports and other duties as needed.
- Conducts research, compiles data, and prepares reports for consideration and presentation to the leadership team.
- Manages a diverse portfolio of recipient organizations in Los Angeles County; continues to develop, evaluate, and refine program in collaboration with Director.
- Continues development, evaluation, and refinement of specific grant program in collaboration with Director; manages portfolio of these grants; working and coordinating with CHC's Social Change Institute (SCI) on capacity building work.
- Engages with grantees and prospective grantees on all aspects of the grantmaking process, including development of proposals or new initiatives.
- Monitors the activities of funded organizations and projects, reviewing and analyzing grantee reports.
- Works with consultants and/or others to institute relevant trainings or initiatives to support grantees' capacity building.
- Nurtures and strengthens collaborative, supportive relationships with nonprofit organizations, partner organizations, community leaders and funders, facilitating connections and partnerships across LA County.
- Keeps abreast of community issues and trends that impact the grantmaking focus.

- Provides technical assistance to grantees and/or recommending helpful resources in conjunction with the SCI.
- Contributes to the development and refinement of methods and systems to assess the impact of grants and funded programs.
- Represents CHC at meetings, forums, and public presentations, as appropriate.
- Prepares high-quality written materials for C-Suite review.
- Regular and predictable attendance is required.
- Employee may be assigned additional or alternate duties as organizational needs require.

Minimum Qualifications and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required typically required.

- Bachelor's degree in public health, public policy, urban planning, public affairs, sociology, social welfare, or another health-related field; AND
- Minimum 3 years of grants program management experience in a nonprofit, foundation, or governmental setting.
- Solid knowledge of community-based or place-based grantmaking.
- Experience in nonprofit capacity building as a funder, consultant, or nonprofit leader.
- Strong strategic and analytical skills and creative problem-solving ability.
- Knowledge of healthcare, public health systems and social determinants of health.
- Knowledge and experience in both qualitative and quantitative research methods, including community-based participatory research.
- Experience developing trainings from inception to delivery, preferred.
- Ability to prepare professional presentations that can be delivered through webinars and in person.

Other Knowledge, Skills, Abilities

- A commitment to CHC's values, mission, and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity. Strong commitment to advancing social justice and equity.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone.
- Ability to work with staff and community members from diverse racial, sexual orientation, gender identity and cultural and socioeconomic backgrounds.
- Ability to manage multiple competing priorities while adhering to deadlines.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Knowledge in Asana and Salesforce is a plus.

Other Position Requirements

- Willingness and ability to travel locally.
- Must be available to work occasional evenings and weekend days.

Physical and Emotional Demands

While performing the duties of this job, the employee is required to:

| V – Very Often / F – Frequently / O – Occasionally / R - Rarely | | | | | | | |
|---|---|-----------------------|---|-------------------------------|---|------|---|
| Sit | V | Use keyboard | V | Stoop, kneel, crouch or crawl | R | Hear | V |
| Stand | V | Use hands to feel | V | Climb or balance | R | Talk | V |
| Walk | O | Reach with hands/arms | V | | | | |

This job requires that the employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties listed. The inability to cope with a stressful work environment does not constitute a protected disability.

Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.

TO APPLY: Please email a Cover Letter and Resume as separate attachments to humanresources@chc-inc.org and include the exact title of the position you are applying for in the subject line of your email. Applications without a cover letter will not be considered.